



## Public Document Pack

# Uttlesford District Council

Chief Executive: Peter Holt

## Cabinet

**Date:** Tuesday, 29th March, 2022

**Time:** 7.00 pm

**Venue:** Council Chamber - Council Offices, London Road, Saffron Walden, CB11 4ER

**Broadcast:**

<https://uttlesford.moderngov.co.uk/ieListDocuments.aspx?CId=136&MId=5738>

**Leader and Chair:** Councillor P Lees

**Members:** Councillors A Armstrong, J Evans, R Freeman, N Hargreaves, L Pepper and N Reeve and M Sutton.

**Other Attendees:** Councillors M Caton (Liberal Democrat Party Group Leader), N Gregory (Chair of Scrutiny Committee), V Isham (Green Party Group Leader), E Oliver (Chair of Governance, Audit and Performance Committee), R Pavitt (Uttlesford Independent Party Group Leader) and G Smith (Conservative Party Group Leader).

### **Public Speaking**

At the start of the meeting there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given notice by 12 noon two working days before the meeting. Please register your intention to speak at this meeting by writing to [committee@uttlesford.gov.uk](mailto:committee@uttlesford.gov.uk)

Public speakers will be offered the opportunity for an officer to read out their questions or statement at the meeting, and encouraged to attend the meeting via Zoom to readout their questions or statement themselves. For further information, please see overleaf. Those who would like to watch the meeting live can do so virtually [here](#). The broadcast will be made available as soon as the meeting begins.

# **AGENDA**

## **PART 1**

### **Open to Public and Press**

#### **1 Apologies for Absence and Declarations of Interest**

To receive any apologies for absence and declarations of interest.

#### **2 Minutes of the Previous Meeting**

5 - 8

To consider the minutes of the meeting held on 10 February 2022.

#### **3 Questions or Statements from Non-Executive Members of the Council (standing item)**

To receive questions or statements from non-executive members on matters included on the agenda.

#### **4 Matters Referred to the Executive by the Scrutiny Committee or by the Council (standing item)**

To consider matters referred to the Executive for reconsideration in accordance with the provisions of the Overview and Scrutiny Procedure Rules or the Budget and Policy Framework Rules.

#### **5 Consideration of reports from overview and scrutiny committees (standing item)**

To consider any reports from Scrutiny Committee.

#### **6 Report of Delegated Decisions taken by Cabinet Members (standing item)**

To receive for information any delegated decisions taken by Cabinet Members since the previous Cabinet meeting.

- [S106 funding for the Foresthall Play Ground Improvement Project](#) – published on 1 March 2022
- [Closure of Aspire Companies](#) – published on 16 March 2022.
- [Carver Barracks Longstop date](#) – published on 12 January 2022 (not received by Cabinet for information on 10 February 2022).

#### **6a Report of Delegated Decisions taken by Committees of Cabinet - Voluntary Support Grants Committee**

To receive for information any delegated decisions taken by Committees of Cabinet since the previous Cabinet meeting.

- [Voluntary Organisation Support Grant Applications](#) - Voluntary Support Grants Committee, published on 24 February 2022

**7 Report on assets of community value determined by the Assets of Community Value and Local Heritage List Committee (standing item)**

To receive for information any decisions made by the Assets of Community Value committee since the previous Cabinet meeting.

- No decisions to report.

**8 Corporate Plan Delivery Plan 2022/23** 9 - 56

To consider the Corporate Plan Delivery Plan 2022/23.

**9 Car Park Ticket Machines** 57 - 108

To consider the report regarding Car Park Ticket Machines.

**10 Stebbing Neighbourhood Plan** 109 - 280

To consider the Stebbing Neighbourhood Plan report.

**11 First Homes Planning Advisory Note** 281 - 288

To consider the First Homes Planning Advisory Note report.

**12 Developers' contribution guidance supplementary planning document – approval for consultation** 289 - 322

To consider the report regarding the Developers' Contribution Guidance supplementary planning document – approval for consultation.

**13 Budget 2022/23 - Quarter 3 Forecast Outturn** 323 - 353

To receive the Budget 2022/23 – Quarter 3 Forecast Outturn report.

**14 Outside Body appointment: LGA General Assembly** 354

To appoint Councillor Lees, Leader of the Council, as Uttlesford District Council's representative to the Local Government Association General Assembly.

## **MEETINGS AND THE PUBLIC**

In light of the High Court judgement regarding the extension of remote meeting regulations, Council, Cabinet and Committee meetings have returned to in-person and have been held on-site since Thursday 6th May 2021. However, due to social distancing measures and capacity considerations in line with the Council's risk assessment, public access and participation will continue to be encouraged virtually until further notice.

Members of the public are welcome to listen live to the debate of any of the Council's Cabinet or Committee meetings. All live broadcasts and meeting papers can be viewed on the Council's calendar of meetings webpage.

Members of the public are permitted to speak at this meeting and will be encouraged to do so via the video conferencing platform Zoom. If you wish to make a statement via Zoom video link, you will need to register with Democratic Services by midday two working days before the meeting. There is a 15 minute public speaking limit and 3 minute speaking slots will be given on a first come, first served basis. Those wishing to make a statement via video link will require an internet connection and a device with a microphone and video camera enabled. Those wishing to make a statement to the meeting who do not have internet access can do so via telephone.

Technical guidance on the practicalities of participating via Zoom will be given at the point of confirming your registration slot, but if you have any questions regarding the best way to participate in this meeting please call Democratic Services on 01799 510 369/410/467/548 who will advise on the options available.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510.

### **Facilities for people with disabilities**

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact [committee@uttlesford.gov.uk](mailto:committee@uttlesford.gov.uk) or phone 01799 510 369/410/467/548 as soon as possible prior to the meeting.

#### **For information about this meeting please contact Democratic Services**

Telephone: 01799 510369, 510548, 510410 or 510467

Email: [Committee@uttlesford.gov.uk](mailto:Committee@uttlesford.gov.uk)

#### **General Enquiries**

Council Offices, London Road, Saffron Walden, CB11 4ER

Telephone: 01799 510510

Fax: 01799 510550

Email: [uconnect@uttlesford.gov.uk](mailto:uconnect@uttlesford.gov.uk)

Website: [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

**CABINET held at COUNCIL CHAMBER - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, CB11 4ER, on THURSDAY, 10 FEBRUARY 2022 at 7.00 pm**

Present: Councillor P Lees (Chair)  
Councillors M Sutton, A Armstrong, J Evans, R Freeman,  
N Hargreaves, L Pepper and N Reeve

Officers in attendance: P Holt (Chief Executive), T Coleman (Interim Director of Planning) B Ferguson (Democratic Services Manager), A Knight (Assistant Director - Resources), J Reynolds (Assistant Director - Legal and Governance), J Walsh (Planning Transformation Lead) and A Webb (Director - Finance and Corporate Services)

**CAB82 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

There were no apologies or declarations of interest.

**CAB83 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 11 January 2022 were approved as a correct record.

**CAB84 QUESTIONS OR STATEMENTS FROM NON-EXECUTIVE MEMBERS OF THE COUNCIL (STANDING ITEM)**

No questions were raised by non-executive members.

**CAB85 CONSIDERATION OF REPORTS FROM OVERVIEW AND SCRUTINY COMMITTEES (STANDING ITEM)**

Councillor Gregory provided a report on behalf of the Scrutiny Committee. He updated Cabinet on the work of the Stansted Airport Task and Finish Group and said an interim report was forthcoming. He hoped the investigation would conclude by the end of April. He said he had received a number of communications on the Council's planning department being placed in special designation asking whether the Scrutiny Committee had been "asleep" to the issue; he said prior assurances had been sought but the Committee should have requested statistics, not just assurances. In regards to the ongoing Planning Review, he thanked the Interim Director of Planning and the Planning Transformation Lead for the improvements they had already made to the planning process. A further review would be considered in July.

The Scrutiny Committee had also considered the budget and the finance team, led by the Director - Finance and Corporate Services and the Assistant Director – Resources, were praised for their outstanding work. He did ask Cabinet to note

the 4.9% rise to council tenancies and said this was a non-trivial increase and the Council needed to ensure that best value was being achieved for Uttlesford's tenants.

**CAB86 REPORT OF DELEGATED DECISIONS TAKEN BY CABINET MEMBERS (STANDING ITEM)**

Cabinet noted the Executive decisions regarding the Designation of Broxton and Cherry Green Neighbourhood Plan Area and the Designation of Flitch Green Neighbourhood Plan Area.

**CAB87 REPORT ON ASSETS OF COMMUNITY VALUE DETERMINED BY THE ASSETS OF COMMUNITY VALUE AND LOCAL HERITAGE LIST COMMITTEE (STANDING ITEM)**

Cabinet noted the decision to list the Stag, Little Easton, on the Council's Register of Assets of Community Value.

**CAB88 PLANNING REVIEW PROGRESS REPORT**

Councillor Evans presented the report regarding the progress of the Planning Review, which provided an update on the implementation of recommendations contained in the PEER Review report from the East of England Local Government Association (EELGA). He noted the progress made on the 85 separate actions listed in the appendices and said the intention was to complete the review by the end of March, when a further progress report would be provided.

The report was noted.

**CAB89 CORPORATE PLAN DELIVERY PLAN 2021/22 Q3 PROGRESS UPDATE**

Councillor Reeve spoke to the CPDP 2021/22 Quarter 3 report. He thanked the officers for their thorough work in quantifying the progress on each item.

In response to a question from Councillor Freeman, the Leader said she and the Housing team were aware of the issues relating to Norse and were working to improve contracted services.

The report was noted.

**CAB90 CORPORATE PLAN 2022-2026**

Councillor Reeve presented the Corporate Plan for 2022-26 to Cabinet. He highlighted the fact that the Plan remained largely unaltered since its conception for the purpose of consistency. He said there was one exception; a vision slide

had been produced and placed at the beginning of the document to set out the overall ambitions of the Council. He proposed that the Corporate Plan be recommended for approval to Council.

RESOLVED that the Corporate Plan for 2022-2026 is recommended to Council for adoption.

*The Leader adjourned the meeting at 7.30pm. The meeting would be reconvened on 14 February at 3.00pm to consider the Medium Term Financial Strategy and Budget Proposals 2022/23.*

## **CAB91 MEDIUM TERM FINANCIAL STRATEGY AND BUDGET PROPOSALS 2022/23**

*The meeting was reconvened at 3.00pm on Monday, 14 February. Councillor Hargreaves gave his apologies as he could not attend the Council Chamber in-person but he did participate remotely.*

Councillor Hargreaves presented the report regarding Medium Term Financial Strategy (MTFS) and Budget Proposals 2022/23 via Zoom. He highlighted a number of changes from the papers considered by Scrutiny, including an additional risk relating to the possibility of a Government set borrowing cap and the publication of an Equalities and Health Impact Assessment (EQHIA) regarding the increase in council rents. He said the recent announcement regarding the Council's planning department being placed in special designation could result in the loss of major planning applications and therefore a reduction in revenue. This had led to a deficit of £214,000 which would be taken from MTFS reserves in order to balance the budget.

He highlighted the following areas in the report and appendices:

- Council Tax would be increased – for Band D tax payers, this would result in an increase of £5.00 per year.
- The 5 year MTFS forecast showed a deficit position from 2023-24. He said the Government had not announced what the outcome would be of the Government's Fair Funding Review for Local Authorities, which put the Council in a difficult medium term position.
- There had not been a high response rate to the Budget Consultation, which followed the trend of previous years. Positive feedback had been received on corporate priorities and the emphasis on achieving best value for residents.
- Housing Revenue Account – there would be an increase to council rents of 4.9%, in line with Government guidance. This was less than the rate of inflation, and the proposal had been endorsed by the Tenants Forum and Housing Board. For those residents in financial difficulty, he highlighted the Local Council Tax Support Scheme and the availability of a hardship fund.

In response to a question from Councillor Freeman regarding the Day Centres budget, Councillor Hargreaves said £95,000 per year had been retained in the MTFS.

In response to a question from Councillor Armstrong, Councillor Hargreaves confirmed that a robust estimate of Local Plan costs were fully funded. If additional costs arose, they would need to be factored in.

Councillor Reeve said the Commercial Strategy had been endorsed by the Investment Board although there had been one abstention. He asked how had the estimated reduction in income from major planning applications been calculated.

In response, the Director - Finance and Corporate Services said it had been estimated that 50% of applications would still be determined by Uttlesford but this would need to be closely monitored as the year progressed. The shortfall in income would be drawn down from MTFS reserves.

In response to a question relating to the Council's ability to reduce Council Tax, Councillor Hargreaves said this would have resulted in a further deficit and it was the Administration's intention to reduce the said deficit. He said there was little choice if the Council wished to continue to fund services.

Councillor Pepper said grants for energy efficient home works would be advertised to residents to shortly.

The Leader and Councillor Hargreaves thanked the Assistant Director – Resources and her team for producing the budget reports.

The Leader proposed approval of the recommendation setout in the report; this was duly seconded by Councillor Armstrong.

RESOLVED to recommend the budget strategies and reports for 2022/23 as set out in Appendices A to H of this report and the associated Annexes for approval by Council.

*The meeting was closed at 3.45pm.*

<b>Committee:</b>	Cabinet	<b>Date:</b>	29 March 2022
<b>Title:</b>	Corporate Plan Delivery Plan 2022/23		
<b>Portfolio Holder:</b>	Cllr Neil Reeve, Portfolio Holder for the Economy, Investment and Corporate Strategy		
<b>Report Author:</b>	Richard Auty Assistant Director – Corporate Services <a href="mailto:rauty@uttlesford.gov.uk">rauty@uttlesford.gov.uk</a>	<b>Key decision:</b>	No

---

## Summary

1. Council approved a revised Corporate Plan for 2022-2026 at its meeting on 22 February 2022.
2. As in previous years, a one-year Delivery Plan underpins the Corporate Plan which details how the ambitions set out in the Corporate Plan will be advanced during the financial year 2022/23.

## Recommendations

3. Cabinet approves the Delivery Plan for 2022/23.

## Financial Implications

4. Financial implications are referenced in the Delivery Plan.

## Background Papers

5. None

## Impact

6

Communication/Consultation	Consultation specific to projects within the Delivery Plan will be undertaken as necessary.
Community Safety	Community safety projects are identified within the Delivery Plan.
Equalities	Work arising from the recently approved equality policy is referenced in the plan

Health and Safety	Any health and safety implications resulting from actions or projects in the Delivery Plan will be the subject of appropriate risk assessments, where necessary.
Human Rights/Legal Implications	Any human rights or legal implications arising from individual projects within the Delivery Plan will be assessed and addressed.
Sustainability	Sustainability is a key focus of the plan.
Ward-specific impacts	None
Workforce/Workplace	The Delivery Plan details the priorities and expectations of members and will enable staff to be more confident in delivery of services. Any workforce implications arising from individual projects within the Delivery Plan will be assessed and addressed.

## Situation

7. The Corporate Plan 2022-2026 was adopted by Full Council at its meeting on 22 February 2022. The vision for the council (Making Uttlesford the best place to live, work and play) remained unchanged as did the four priorities:

Putting residents first  
Active place-maker for our towns and villages  
Progressive custodian of our rural environment  
Champion of our district

8. The 2022/23 Delivery Plan is a one-year document which places key actions and projects against each of the priorities from the Corporate Plan. The Corporate Plan is reproduced in full in the left-hand column of the Delivery Plan.
9. The Delivery Plan does not attempt to provide a comprehensive account of all council work, even though day-to-day activities do of course contribute significantly towards meeting the priorities of the Corporate Plan.
10. For the first time, the Delivery Plan includes a summary document at the beginning which explains the purpose of the Plan. Of note is that several key strategies and plans will deliver substantially against the Corporate Plan priorities and those documents can be read alongside the Delivery Plan for a holistic view of the council's work.
11. Cabinet will note four priorities in the Progressive Custodian of our Rural Environment section of the Delivery Plan have yet to be completed. This is due to staff absence during the period in which the delivery plan was

drafted, including on the date of publication of this report. Full detail on these items will be given in the Quarter 1 progress report.

## Risk Analysis

12.

Risk	Likelihood	Impact	Mitigating actions
The Delivery Plan cannot be delivered	2	4	The plan reflects the current and reasonably anticipated position of the organisation. It will be monitored regularly by Cabinet.
The Delivery Plan actions do not further the Council's priorities	1	4	Actions have been selected that are considered most appropriate to support the Council's priorities; evaluation intended will be ongoing to reflect on whether the outputs achieve the outcomes expected.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.



## Our vision:

### Making Uttlesford the best place to live, work and play



#### Putting residents first

We will: be a council that listens and acts for residents; delivers outstanding levels of transparency and accountability; be responsible with residents' money and mitigate the impact of government cuts

#### Active place-maker for our towns and villages

We will: masterplan new communities for and with residents; support neighbourhood planning; work with the airport on issues of concern to communities; support employment and retail areas; deliver more affordable homes; promote healthy lifestyles

#### Progressive custodian

We will: take action on climate change; conserve our natural resources; protect and enhance our rural character and heritage; take strong action on dealing with pollution

#### Champion for our district

We will: improve Uttlesford's connectivity; support our students, schools and libraries; work with partners to keep the district safe; work to create a better local health service for residents

<https://www.uttlesford.gov.uk/corporate-plan>

Uttlesford District Council's four-year Corporate Plan was first published in its current form in 2020, reflecting the priorities of the council administration elected in May 2019, and setting out the ambitious programme of improved outcomes for local communities on which the council was to focus over coming years. The Corporate Plan was subsequently reviewed in 2021 and again in 2022, with the priorities rolled forward each time. The priorities and the scale of ambition remain consistent and this Delivery Plan underpins those priorities with actions to be delivered during the 2022/23 year.

The Delivery Plan is a one-year document and so is substantially rewritten every year to reflect progress made and to accommodate changing circumstances in the world, not least the Coronavirus pandemic. Progress is reported to Cabinet quarterly, and the Delivery Plan sits alongside the council's wider performance management systems.

It is important to note that the Delivery Plan is not a comprehensive account of everything the council plans to do during the year. Instead, it provides one or more key actions which will contribute towards the delivery of each priority of the Corporate Plan. The Corporate Plan priorities are reproduced in their entirety in the left-hand column of the Delivery Plan and activities, outputs/milestones and resources are then mapped against them. For the most part, the Delivery Plan avoids detailing business as usual activity, except where the priority has already substantially been achieved or where no specific project is planned for the 22/23 year.

There are several key areas of council work which contribute substantially to the Delivery Plan across multiple priorities and even across multiple themes. These include:

The Local Plan

The Economic Development Recovery Plan

The Blueprint Uttlesford transformation programme

The Climate Crisis Strategy and Action Plan

The Planning Review Action Plan

The Corporate Plan and Delivery Plan are supported by a series of Service Plans, prepared at an operational level by each council service area.

A district council has the ability to both lead and serve its community in work to improve lives – this Delivery Plan sets out a substantial breadth and great height of ambition, both for the services directly within its control, and for those of other partner agencies with whom it partners and over whom it has influence.

---

## Corporate Plan - Delivery Plan 2022/23

### ***Vision: Making Uttlesford the best place to live, work and play***

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<b>1. Be a council that listens to and acts for residents</b>				
<i>a. Increase the voice and influence of residents in planning and other Council matters</i>	Consultation on the emerging Local Plan	Effective consultation on the regulation 18 Local Plan in May 2022. Publication of the Regulation 19 Local Plan in Spring 2023.	Local Plan & New Communities team.	Portfolio Holder for Planning and Local Plan  Director of Planning
<i>b Administer public consultations that are effective, accessible, timely and high quality.</i>	A full residents' survey will be commissioned and delivered to inform the Blueprint Uttlesford project in areas such as customer interaction and channel preferences	Residents' survey conducted and reported by the end of Spring 2022.	Blueprint Uttlesford project team and Transformation Reserve – estimated cost of survey work is £15,000	Leader  Chief Executive
<b><u>Comment:</u></b>				
<i>c. Provide positive opportunities for young people to engage with their local community and do things that keep them safe</i>	Work through the Youth Strategy Group and the Youth Initiatives Working Group to align grant funding for local youth provision by March 2023	Review funding streams with the aim of combining into a single, bigger pot, by March 23	Existing resources – Communities Team	Portfolio Holder for Communities, Youth, Public Safety, Emergency Planning and liaison with the Police and Fire & Rescue Service

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<i>and support improved mental wellbeing.</i>	<p>Encourage and support existing clubs/activities within the district to apply for funding where appropriate. March 2023</p> <p>Set up multi school young people's consultation panel.</p> <p>Encourage further participation in the youth council by working with Councillors to identify where it would be most beneficial and feasible to involve young people in the council process and to identify training for those young people to be able to integrate fully.</p>	<p>Grant applications received and awarded throughout 22/23</p> <p>Panel established by June 22</p> <p>Refresh of Youth Council by June 22</p>		Assistant Director of Housing, Health and Communities
<b><u>Comment:</u></b>				
<i>d. Improve the council's use of the web and social media to increase communication with residents</i>	Launch the Let's Talk Uttlesford community engagement portal which will improve the way we can interact with and gather feedback from residents on a wide range of topics	<p>Go live scheduled for end of April 22, to be piloted with Climate Change work</p> <p>Evaluation of uptake by end June</p>	£12,500 set up and running cost, funded from Climate Change budget	<p>Portfolio Holder for Environment and Green Issues; Equalities</p> <p>Portfolio Holder for Council and Public Services</p>

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
		Further use to be scheduled through 22/23 including LCTS consultation in summer 22, subject to successful pilot		Assistant Director of Environmental Services  Assistant Director of Corporate Services
<b><u>Comment:</u></b>				
<i>e. Actively and positively engage with and listen to our town and parish councils</i>	Further develop the relaunched Parish Liaison Forum in order to ensure the meetings are relevant and useful for attendees	Hold two Forum meetings during 22/23 inviting representatives from all town/parishes. These meetings will be supplemented by smaller, localised meetings organised by parish/town councils themselves, with senior district council attendance  Survey town and parish councils for their views on how the Forum could be improved even further by December 22	Within existing resources	Portfolio Holder for Communities, Youth, Public Safety, Emergency Planning and liaison with the Police and Fire & Rescue Service  Chief Executive
<b><u>Comment:</u></b>				

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<i>f. Support town and parish councils to better represent their communities</i>	Consider subscribing to Parish Online, an easy-to-use mapping service which could be accessed by all town/parish councils	Decision on subscribing based on views of how useful this service would be	Annual subscription is £3,100	Portfolio Holder for Communities, Youth, Public Safety, Emergency Planning and liaison with the Police and Fire & Rescue Service  Chief Executive
<b><u>Comment:</u></b>				
<b>2. Deliver local government with outstanding levels of transparency and accountability</b>				
<i>a. Implement a corporate change programme to increase accountability, transparency and democracy at the Council</i>	<p>Deliver the first year of the Blueprint Uttlesford corporate transformation project</p> <p>Review the equality objectives for the District Council to improve policy making and service delivery</p> <p>Implement delivery of the Equalities Policy ensuring the principles of the Equalities Act 2010 and the Public Sector Equality Duty are embraced.</p>	<p>Delivery of the savings required in the Medium Term Financial Strategy, currently estimated at £1m for 23/24</p> <p>Work with service areas to ensure awareness of the equality issues that impact on its daily business by June 2022</p> <p>Improve Level of Achievement attained under the Equality Framework for Local Government by March 23</p>	<p>Blueprint Uttlesford Project Team</p> <p>Transformation reserve funding, subject to detailed business case in Spring 22</p> <p>Within existing resources</p>	<p>Leader</p> <p>Chief Executive</p> <p>Portfolio Holder for Environment and Green Issues; Equalities</p> <p>Assistant Director of Housing, Health and Communities</p>

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
	<p>Recruit staff members to a cross departmental Corporate Equality Standards Working Group by September 2022</p> <p>Facilitate 'Celebrating Diversity Listening events' for the community to highlight the challenges some of our residents face living in the district.</p>	<p>Appropriate staff recruited and working group established by September 22</p> <p>Facilitate seven listening events by March 23.</p>		
<b><u>Comment:</u></b>				
<i>b. Seek external review of and recognition for positive change achieved by the Council</i>	An LGA Peer Review into the Blueprint Uttlesford change programme is an option that will be developed at a later, appropriate stage of its delivery to help provide this kind of objective external benchmark.	Commissioning of peer review. Timescales to be confirmed	The peer review would be funded from the Transformation Reserve	Leader Chief Executive
<b><u>Comment:</u></b>				

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<i>c. Deliver a comprehensive continuing member development programme</i>	<p>Scope further work on a continuing member development programme, including addressing risks around continuity of member experience around planning and licensing.</p> <p>Continue the existing improvements with increased all member and party group leader briefings.</p>	Development of appropriate programme for members by Summer 22 with targeted delivery pre-2023 election and a full development cycle from May 23	Member training budget	<p>Leader</p> <p>Chief Executive</p>
<b>Comment:</b>				
<b>3. Be responsible with your money and mitigate the impact of government cuts</b>				
<i>a. Be a self-sufficient Council that generates its own resources from local taxation (Business Rates and Council Tax) and commercial investments thereby removing the reliance on Central Government grants</i>	<p>Manage the commercial asset portfolio to maximise the income for the Council</p> <p>Continue to develop new buildings at Chesterford Research Park through Aspire (CRP) Ltd</p>	<p>Seek to maximise the value of the existing Stane Retail Park asset through the acquisition of phase 2 by December 2022</p> <p>Approve the funding for the commencement of at least two new buildings on Chesterford Research Park by 31 March 2023</p>	<p>Additional borrowing in accordance with Government and CIPFA guidance</p> <p>Existing resources</p>	<p>Portfolio holder for the Economy, Investment and Corporate Strategy</p> <p>Portfolio Holder for Finance and Budget</p> <p>Director of Finance and Corporate Services</p> <p>Assistant Director of ICT and Facilities</p>

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
	Evaluate the option of reducing the portfolio by one asset	To enable the profit to be used to fund capital projects and thereby reducing the MTFS revenue shortfall forecasts by 31 March 23		
<b><u>Comment:</u></b>				
<i>b. Deliver cost-effective and efficient services that live within the Council's means</i>	<p>Blueprint Uttlesford project plan and business case to set a schedule of activities to review all areas of income and expenditure over a five year period.</p> <p>Establish a project team</p>	<p>Implement phase 1 of the project plan and carry out reviews on the identified areas of income and expenditure. The target net budget reduction for the financial year 2022/23 is £1m. This is projected to be identified by the Autumn to enable the outcomes to be included in the 2023/24 MTFS.</p> <p>A detailed project plan setting out the work by phases will be developed. Reports and updates on progress will be presented specifically on the outcomes of Blueprint Uttlesford.</p>	<p>Project Team</p> <p>Corporate Management Team</p> <p>Senior Management Team</p>	<p>Portfolio Holder for Council and Public Services</p> <p>Leader</p> <p>Chief Executive</p> <p>Assistant Director Resources</p>

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
		<p>In addition, the normal quarterly reports will be presented as follows;</p> <ul style="list-style-type: none"> <li>• budget forecast outturn reports to Cabinet.</li> <li>• Annual outturn report to Cabinet</li> <li>• Annual MTFS and Budget</li> <li>• Outcome of the external audit</li> </ul>		
<b><u>Comment:</u></b>				
<i>c. Constantly seek to improve the quality of contracted out services</i>	Establish a contract monitoring service	New officer structure in place to monitor and help manage existing and future contracts by July 2022	Existing resources	<p>Portfolio Holder for Council and Public Services</p> <p>Corporate Management Team</p>
<b><u>Comment:</u></b>				
<i>d. Apply for all relevant grants</i>	Research and identify all grants available to the council	Grant applications are made regularly subject to the council meeting specified criteria.	Existing resources	<p>Portfolio Holder for Finance and Budget</p> <p>Assistant Director of Resources</p>

Putting Residents First				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<u>Comment:</u>				
<i>e. Set a Medium Term Financial Strategy (MTFS) to fund council services by a prudent mix of investment, services and tax income, while maintaining adequate reserves</i>	<p>The MTFS is produced annually setting out the 5-year financial position for approval by Council in February.</p> <p>This is a live document and will be updated if there are any significant changes to the Council's financial position during the year.</p>	<p>The MTFS will be reviewed in line with the work programme of Blueprint Uttlesford.</p> <p>It is expected an updated mid-year MTFS will be submitted to Council, setting out the impact of the project work carried out in the first half of the year.</p>	Existing resources	<p>Portfolio Holder for Finance and Budget</p> <p>Assistant Director of Resources</p>
<u>Comment:</u>				
<i>f. Follow best practices for investment risk management and board composition</i>	Continue to ensure best practice is followed	To provide assurance and minimise risk with the commercial portfolio.	Existing Resources	<p>Portfolio holder for the Economy, Investment and Corporate Strategy</p> <p>Director of Finance and Corporate Services</p> <p>Assistant Director of ICT and Facilities</p>
<u>Comment:</u>				

## Corporate Plan - Delivery Plan 2022/23

***Vision: Making Uttlesford the best place to live, work and play***

Active place maker for our Towns and Villages				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<b>1. Masterplan our new communities for and with residents</b>				
<i>a. Use Locally Led Development Corporations to deliver sustainable new settlements</i>	Progress discussions with government around establishing a development corporation	Decision from government as to appropriateness by December 22  Next steps to be confirmed, depending on government advice/decision	Within existing resources	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan
<i>b. Provide the greatest level of influence and protection for communities adjacent to new settlements</i>	Consult with communities in the development of the Local Plan. Community stakeholder forums are planned for areas affected by substantial development.	Publication of a Regulation 18 consultation in May 22. Publication of a Regulation 19 version in Spring 23.  Commencement of community stakeholder forums following reg 18 consultation.	The Local Plan & New Communities team.	Director of Planning
<b><u>Comment:</u></b>				
<b>2. Support our towns and villages to plan their neighbourhoods</b>				
<i>a. Deliver an outstanding planning and place-making capability with the right capacity to create quality</i>	Progression of restructure of Development Management to emphasise the need for place-making and quality	Restructured department by end of October 22	Within existing resources	Portfolio Holder for Planning, Stansted Airport, Infrastructure

Active place maker for our Towns and Villages				
<b>We Will:</b>	<b>Activities</b>	<b>Outputs/Milestones</b>	<b>Resources</b>	<b>Lead CM/ Officer</b>
<i>outcomes with and for all our communities</i>	design in forthcoming major schemes			Strategy and the Local Plan Director of Planning
<b><u>Comment:</u></b>				
<i>b. Facilitate Neighbourhood Planning across the district through strong engagement with and support of all town and parish councils</i>	Support Town and Parish Councils that want to develop Neighbourhood Plans.	Neighbourhood Plan areas being designated. Regulation 14 and Regulation 16 consultation periods being undertaken. Neighbourhood Plans being 'made'. Timescales as appropriate to each Neighbourhood Plan group.	Support from the Local Plan & New Communities team, RCCE and appropriate consultancy.	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan  Director of Planning
<b><u>Comment:</u></b>				
<i>c. Implement policies which create better homes and neighbourhoods that meet or exceed national standards</i>	Continue to progress development of a Local Plan	Publication of a Regulation 18 consultation in May 2022.  Publication of a Regulation 19 version in Spring 2023.  Adoption of the Local Plan in Summer 2024.	The Local Plan & New Communities team, involving others in the Council as appropriate.	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan  Director of Planning
<b><u>Comment:</u></b>				

Active place maker for our Towns and Villages				
<b>We Will:</b>	<b>Activities</b>	<b>Outputs/Milestones</b>	<b>Resources</b>	<b>Lead CM/ Officer</b>
<i>d. Work with partners and stakeholders to deliver new sports, play and community facilities</i>	Run the large Sports Grant programme for 22/23	Publicise availability of grant and encourage applications by April 22  Grants Committee to recommend to Cabinet by June 22  Cabinet decision by July 22	£150,000 funding allocated for 22/23  Communities Team	Portfolio Holder for Sport, Leisure and the Arts  Assistant Director for Housing, Health and Communities
	Develop policies through the Local Plan process	Regulation 18 consultation in May 22  Regulation 19 publication period in Spring 23  Adoption of the Local Plan in Summer 2024	Within existing resources	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan  Director of Planning
<b><u>Comment:</u></b>				
<b>3. Secure greater benefits for our community from new development</b>				
<i>a. Implement the Community Infrastructure Levy along with s106 to deliver strategic community projects and greater local benefit from development</i>	Restart development of CIL and associated draft charging schedule.	Publication of CIL and a draft charging schedule for consultation in Spring 2023.  Adoption of CIL and associated charging schedule alongside the Local Plan in Summer 2024.	The Local Plan & New Communities team, involving others in the Council as appropriate.	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan

Active place maker for our Towns and Villages				
<i>We Will:</i>	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
				Director of Planning
<b><u>Comment:</u></b>				
<i>b. Increase the transparency of the Section-106 Agreement process and councillor engagement</i>	Deliver the Section 106 pathway of the East of England Local Government Association (EELGA) Planning review report	<p>The production of Section 106 Obligations Guidance, covering matters related to contributions, community engagement and guidance around stewardship, following consultation to be adopted as SDP by Autumn 22</p> <p>Set up EXACOM database for the monitoring and management of Section 106s including public interface to allow public scrutiny. By October 22</p>	<p>The Local Plan &amp; New Communities team, involving others in the Council as appropriate.</p> <p>Development Manager, Section 106 Enforcement &amp; Monitoring Officer. Budget of £22,000 approx secured for external consultants to input data, and to secure upgrade to software</p>	<p>Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan</p> <p>Director of Planning</p>
<b><u>Comment:</u></b>				
<i>c. Ensure that strong Planning Enforcement holds developers to account</i>	Deliver the Planning Enforcement pathway of the EELGA Report, including IDOX and web improvements	<p>Improved use of IDOX system, including automatically generated correspondence to customers, parish councils and other interested parties by December 22.</p> <p>Review of web content to aid customer enquiries and customer knowledge by December 22.</p>	Within existing resources	<p>Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan</p> <p>Director of Planning</p>

Active place maker for our Towns and Villages				
<i>We Will:</i>	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<b><u>Comment:</u></b>				
<i>d. Require developers to be considerate of the communities in which they build</i>	Increase the use of Construction Management Plans through planning conditions	Consideration of a Construction Management Plan, including requirement for pre-engagement with community, on all sensitive sites in 22/23.	Within existing resources	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan  Director of Planning
<b><u>Comment:</u></b>				
<b>4. Work with the airport on issues of concern to communities</b>				
<i>a. Seek a reduction in night flights</i>	Make comments on the night flights consultation for the post-October 2025 regime	Make comments to appropriate consultations. Night flights consultation is due in 2023.	The Local Plan & New Communities team, involving others in the Council as appropriate.	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan  Director of Planning
<b><u>Comment:</u></b>				

Active place maker for our Towns and Villages				
<b>We Will:</b>	<b>Activities</b>	<b>Outputs/Milestones</b>	<b>Resources</b>	<b>Lead CM/ Officer</b>
<i>b. Implement programmes to reduce airport related village fly-parking</i>	Car Park Review to be carried out with specified objective to include airport related fly parking.	<p>Car Park Strategy to include agreed recommendations and action plan.</p> <p>Consultant to be appointed in March 22. Final report expected to be received September 22, definite date to be confirmed once consultant has been appointed. Action plan to be produced and presented to members late autumn.</p>	NEPP (Parking Partnership) is providing up to £80,000 to support the review.	<p>Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan</p> <p>Portfolio Holder for the Economy, Investment and Corporate Strategy</p> <p>Assistant Director of Resources</p> <p>Director of Planning</p>
<b><u>Comment:</u></b>				
<i>c. Work to secure investment in sustainable transport to and from airport, including for local workers</i>	Working through the airport transport forum, the Local Plan and appropriate planning permissions.	Investment secured through s106 funding, bids to government and other sources to support sustainable transport to and from airport, including for local workers. The measures to be implemented will be developed through the transport forum and/or match any details from the planning permission.	The Local Plan & New Communities team and Development Management.	<p>Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan</p> <p>Director of Planning</p>

Active place maker for our Towns and Villages				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<u>Comment:</u>				
<b>5. Nurture employment and retail areas to create jobs and retain businesses</b>				
a. Protect and grow our town centres as economic hubs	<p>A three-year Economic Recovery Plan Delivery Plan (ERPDP) is in place, with 2022/23 being the second year. The activities in this section emanate from that plan.</p> <p>Development of Town Centre Masterplans, working with the Local Plan Team and other stakeholders including businesses in town and village centres and the North Essex Economic Board (NEEB), in which Uttlesford has both member and officer participation.</p> <p>Active participation in the Essex and Herts Digital Innovation Zone and the Special Interest Group for the High Streets.</p>	<p>Commence work on establishing collective vision and developing a strategy and action plan by March 23</p> <p>Ongoing publicity of support and advice available through <a href="http://www.uttlesford.gov.uk/business">www.uttlesford.gov.uk/business</a>, regular business e-newsletters and social media to end of March 23.</p> <p>Continued working with NEEB on developing, identifying and promoting joint initiatives to support local businesses to end of March 23.</p> <p>Car Park review carried out and report to be presented to members in late Autumn 22 on the recommendations and actions identified.</p>	<p>£1m has been allocated to the plan, spend has been profiled equally over the life of the plan.</p> <p>NEPP (Parking Partnership) is providing up to £80,000 to support the Car Park review.</p> <p>Economic Development Team</p>	<p>Portfolio Holder for the Economy, Investment and Corporate Strategy</p> <p>Assistant Director of Resources</p>

Active place maker for our Towns and Villages				
<i>We Will:</i>	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
		<p>Discussions with NEPP/ECC regarding On Street parking recommendations following review.</p> <p>Develop a Car Parking Strategy to support the vitality of the town centres, following agreed adoption of recommendations and action plan by March 23</p>		
<i>b. Increase tourist spend</i>	<p>Continue to promote new Tourism website Discover Uttlesford and the Dscvr app launched for Discover Saffron Walden, Discover Dunmow, Discover Thaxted and Discover Stansted.</p> <p>Work with Visit Essex to use their website to promote tourism in Uttlesford. Saffron Walden Town Council and the Tourist Information Centre will support the promotion of the whole district.</p>	<p>Website was launched in March 22.</p> <p>An extensive marketing campaign will link to the website and apps, continuing throughout 22/23.</p> <p>Continued updates to Uttlesford Business website and business e-letter</p>	<p>£1m has been allocated to the plan, spend has been profiled equally over the life of the plan.</p> <p>Economic Development Team</p>	<p>Portfolio Holder for the Economy, Investment and Corporate Strategy</p> <p>Assistant Director of Resources</p>
<i>c. Support the creation of amenities that stimulate and facilitates local businesses, such as enterprise zones, business parks, office blocks,</i>	Provide business start-up advice and sign posting to relevant agencies/ initiatives.	<p>Promote NEEB Business Start-Up project, to end of November 22.</p> <p>Review start-up information on Uttlesford business website to ensure it remains up to date</p>	<p>£1m has been allocated to the plan, spend has been profiled equally over the life of the plan.</p> <p>Economic Development Team</p>	<p>Portfolio Holder for the Economy, Investment and Corporate Strategy</p> <p>Assistant Director of Resources</p>

Active place maker for our Towns and Villages				
<b>We Will:</b>	<b>Activities</b>	<b>Outputs/Milestones</b>	<b>Resources</b>	<b>Lead CM/ Officer</b>
<i>industrial areas, and start-up hubs</i>	<p>Update Business Start-up Guide</p> <p>Continue to support business networks in the district to enable them to provide high quality information and advice to their members</p>	<p>Business Start-Up Guide was produced and distributed during 21/22. This will be updated as necessary during 22/23.</p> <p>Regular contact with organisations including Saffron Walden Business Improvement District, Stansted Airport Chamber of Commerce and Great Dunmow Town Team and Stansted Business Forum.</p>		
<i>d. Support the expansion and promotion of key relevant employment sectors for the district</i>	<p>Promote Discretionary Business Rates Relief Scheme to support business to expand and grow and encourage inward investment, by offering up to two-year discounts to move into the district.</p> <p>Continue to foster close working relationships with the BEST Growth hub (Businesses in Essex, Southend and Thurrock) and other business support agencies to provide advice, guidance and access to other initiatives for existing businesses.</p>	<p>Policy has been updated ahead of 22/23 and this will be promoted on our website and other social media channels</p> <p>Continued close working relationships with other organisations</p> <p>Continued attendance at quarterly BEST steering group meetings, receiving performance reports on engagement with district businesses</p>	<p>£1m has been allocated to the plan, spend has been profiled equally over the life of the plan.</p> <p>Economic Development Team</p>	<p>Portfolio Holder for the Economy, Investment and Corporate Strategy</p> <p>Assistant Director of Resources</p>

## Active place maker for our Towns and Villages

<b>We Will:</b>	<b>Activities</b>	<b>Outputs/Milestones</b>	<b>Resources</b>	<b>Lead CM/ Officer</b>
<i>e. Work with partners to promote the economic opportunities of the London - Cambridge Innovation Corridor, Stansted Airport and our main transport corridors</i>	Continue to work with Innovation Core, which comprises five local authorities (Uttlesford, Harlow, Epping, Broxbourne and East Herts).	Continue to attend meetings where appropriate. This provides a resource which focuses on inward investment for all participating member authorities.	£1m has been allocated to the plan, spend has been profiled equally over the life of the plan.  Economic Development Team	Portfolio Holder for the Economy, Investment and Corporate Strategy  Assistant Director of Resources
<i>f. Work with the airport to increase local airport-based employment opportunities</i>	Identify and engage with appropriate representatives at Stansted Airport/Manchester Airport Group in order to ascertain what support the district council can provide	Contact made with Stansted/MAG and appropriate support identified by December 22	£1m has been allocated to the plan, spend has been profiled equally over the life of the plan.  Economic Development Team	Portfolio Holder for the Economy, Investment and Corporate Strategy  Assistant Director of Resources
<b><u>Comment:</u></b>				
<b>6. Enforce good business standards in our district</b>				
<i>a. Make sure that businesses and trades in our district meet the national standards and licensing required of them</i>	Regulatory standards are applied, and enforced where necessary, in accordance with the enforcement policy.  This will include:  A risk-based food hygiene premises inspection programme delivered in	Monitored Via PIs Premises will be visited at the frequency prescribed by the food Standards Agency.	Within existing resources	Portfolio Holder for Council and Public Services  Assistant Director of Housing, Health and Communities

## Active place maker for our Towns and Villages

<b>We Will:</b>	<b>Activities</b>	<b>Outputs/Milestones</b>	<b>Resources</b>	<b>Lead CM/ Officer</b>
	<p>accordance with the Food Standards Agency (FSA) codes of practice</p> <p>Health and safety interventions triggered by specific local intelligence and/or with regard to the national code as published by the HSE</p> <p>Licences issued in accordance with licensing objectives. Enforcement action will be taken as appropriate to ensure licensing standards and conditions are met</p> <p>All statutory notifications eg RIDDOR reports or complaints about alleged poor practice/conditions will be considered, responded to within three days and followed up with an investigation as appropriate</p>	<p>Performance reported to Licensing and Environmental Health (L&amp;EH) Committee. Also reported via annual return to FSA</p> <p>Monitored internally and performance reported to L&amp;EH Committee. Also reported via annual return to HSE</p> <p>Statutory timeframes are adhered to. Monitored internally and performance reported to L&amp;EH Committee.</p> <p>Monitored internally and performance reported to L&amp;EH Committee. Also reported via annual return to HSE</p>		

**Comment:**

Active place maker for our Towns and Villages				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
<b>7. Deliver more affordable homes and protect those in need in our district</b>				
<i>a. Increase the number of affordable homes delivered and different tenure options including social renting</i>	<p>Monitor progress on the Housing Strategy Action Plan and supporting policies that details how the Council will develop, acquire and enable the supply of affordable housing</p> <p>Adopt a new Housing Revenue Account (HRA) Business Plan that confirms the capacity of borrowing through the HRA for the delivery of new council housing (including use of commuted sums, Right to Buy (RTB) receipts, loans and innovative funding models)</p> <p>Regularly engage with local registered providers on their affordable housing delivery and identify barriers to further development, Ensure appropriate schemes deliver the required 40% affordable homes</p>	<p>Update Housing Strategy action plan by December 22. Monitor and progress actions throughout the year</p> <p>New HRA Business Plan adopted by October 22. Delivery of 27 new council homes in 22/23. Progress 64 new homes to planning permission stage in 22/23 and if approved secure agreement on funding and commence building sites out.</p> <p>Continue to identify opportunities for further provision. Including opportunities on Section 106 sites. This forms part of the business as usual of the Housing and Planning Services</p>	Within existing resources and with appropriate borrowing through the HRA	<p>Portfolio Holder for Housing and Health</p> <p>Assistant Director of Housing, Health and Communities</p>

Active place maker for our Towns and Villages				
<i>We Will:</i>	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
	<p>Incentivise community-led housing programmes to increase the number of Community Land Trusts (CLTs) across the district, particularly within rural communities</p> <p>Explore Homes England (HE) grant opportunities as they become available</p>	Any available HE Grant funding applied for as applicable for qualifying schemes		
<b><u>Comment:</u></b>				
<i>b. Refurbish our existing council homes to sustainable standards when required</i>	Continue to work with Uttlesford Norse on estate renewal and regeneration programmes whilst reducing the carbon footprint of those homes. Improve home energy efficiency across the Council's housing stock	Completion of stock condition survey data by March 2023	Within existing resources	<p>Portfolio Holder for Housing and Health</p> <p>Assistant Director of Housing, Health and Communities</p>
<b><u>Comment:</u></b>				
<i>c. Reduce the number of empty homes</i>	Develop an Empty Homes Policy	New Empty Homes Policy Strategy adopted by July 22	Within existing resources	Portfolio Holder for Housing and Health

Active place maker for our Towns and Villages				
We Will:	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
				Assistant Director of Housing, Health and Communities
<b><u>Comment:</u></b>				
<i>d. Ensure that landlords maintain high quality private sector housing conditions</i>	Review assistance available for landlords, including empty property owners	Revision of Housing Renewals Assistance Policy, to be adopted by July 22	Within existing resources	Portfolio Holder for Housing and Health
	Support UDC private sector housing landlords by delivering an annual landlord forum	Deliver annual landlord forum by February 23		Assistant Director of Housing, Health and Communities
	Ensure that private rented properties are compliant with the Energy Efficiency (Private Rented Property) Regulations minimum energy efficiency standards (MEES)	Cross reference 25% of existing tenancy deposit scheme data with EPC records and respond to non- compliance in accordance with the Council’s Enforcement Policy – to be completed by March 23		
<b><u>Comment:</u></b>				
<i>e. Ensure that services to protect vulnerable women and men who live in our</i>	Fulfil tier 2 authority duty to cooperate as set out in Domestic Abuse Act 2021.	Continue to fund a domestic abuse housing practitioner in partnership with Next Chapter, the commissioned DA service for the district. The number of clients helped and referred to	External grant funding	Portfolio Holder for Housing and Health

Active place maker for our Towns and Villages				
<b>We Will:</b>	<b>Activities</b>	<b>Outputs/Milestones</b>	<b>Resources</b>	<b>Lead CM/ Officer</b>
<i>district are accessible and appropriate</i>	Ensure that the Domestic Abuse Policy reflects recent changes in legislation	<p>other services will be monitored internally and reported to the Children and Families board. To March 23</p> <p>Enhance the Sanctuary Housing scheme where appropriate to allow victims to remain in their own properties to March 23</p> <p>Deliver workshops within schools addressing healthy relationships in both secondary and primary settings to March 23</p> <p>Update J9 training both internally and for external partners. Numbers trained will be monitored internally to March 23</p> <p>New Domestic Abuse Policy implemented by July 22</p>	<p>External grant funding</p> <p>Communities Team Existing resources</p> <p>Communities team Existing resources</p> <p>Communities Team</p>	Assistant Director of Housing, Health and Communities

Active place maker for our Towns and Villages				
<b>We Will:</b>	<b>Activities</b>	<b>Outputs/Milestones</b>	<b>Resources</b>	<b>Lead CM/ Officer</b>
a. Work with partners, including the voluntary sector, to improve the general quality of life for residents, including for residents that experience social isolation, poor mental health, obesity, addiction and dementia	Refresh of service offer of the community response hub in line with identified needs of the community.	Updated service offer communicated to residents. Monitoring of service uptake through data base and figures reported back to Cabinet. by March 2023	Communities Team and external partners	Portfolio Holder for Housing and Health
	Implement financial support for voluntary sector and local groups.	Grants awarded and projects completed. Quarterly reports received internally, and information is fed back to Cabinet through the portfolio holder report by March 2023	Support is provided to the voluntary sector through the extensive grants programme, within existing resources	Portfolio Holder for Communities, Youth, Public Safety, Emergency Planning and liaison with the Policy and Fire & Rescue Service
	Be an active partner with the Primary Care Networks (PCNs) in the North and South of the District. Population health management work with PCNs will help to identify residents who would benefit from targeted, proactive support.	The overarching population health management project is GP led with timescales outside the control of UDC. It is expected that the data analysis will be completed and projects identified during 22/23. Progress and outcomes will be reported through the Health and Wellbeing Board.	Existing resources	Assistant Director of Housing, Health and Communities
<b><u>Comment:</u></b>				
b. Continue to be an active partner of the Health and Wellbeing Partnership, to promote healthy lifestyles	Deliver recommendations of the Uttlesford Health and Wellbeing Strategy  Five Key recommendations of the strategy: Combatting loneliness and Social Isolation	Identified recommendations of the Uttlesford Health and Wellbeing Strategy implemented. This will be monitored through the Health and Wellbeing Board action plan	Within existing resources	Portfolio Holder for Housing and Health  Assistant Director of Housing, Health and Communities

## Active place maker for our Towns and Villages

<i>We Will:</i>	Activities	Outputs/Milestones	Resources	Lead CM/ Officer
	Supporting people to age well Enabling people to eat well and be active Alleviating winter pressures and fuel poverty Planning for healthy communities  Development of a new Health and Wellbeing strategy.	New Health and Wellbeing strategy implemented by September2022		
<u>Comment:</u>				

## Corporate Plan - Delivery Plan 2022/23

***Vision: Making Uttlesford the best place to live, work and play***

Progressive Custodian of our Rural Environment				
We Will:	Activities	Outputs/Milestones	Resources	Lead Member
<b>1. Take action on Climate Change</b>				
<i>a. Adopt policies to meet new environmental national guidelines/standards as they emerge</i>				Portfolio Holder for Environment and Green Issues  Assistant Director of Environmental Services
<b><u>Comment:</u></b>				
<i>b. Drive policies to deliver low carbon buildings</i>	Develop appropriate policies in the emerging Local Plan. Develop a Supplementary Planning Document (SPD) to provide further guidance on the climate change policies in the Local Plan.	Regulation 18 consultation in May 22.  Regulation 19 publication period in Spring 23.  Adoption of the Local Plan in Summer 2024.  Publication of the SPD for consultation during 22/23 followed by adoption of the SPD in Summer 2024.	Within existing resources	Portfolio Holder for Environment and Green Issues  Director of Planning
<b><u>Comment:</u></b>				

## Progressive Custodian of our Rural Environment

We Will:	Activities	Outputs/Milestones	Resources	Lead Member
<i>c. Improve average energy efficiency of Council housing stock</i>	Review the HRA business plan, ensuring this is included	Measurable improvement in energy efficiency of housing stock.  Details to be included in the HRA business plan to be developed by Sept 22	Within existing resources and subject to Business Energy and Industrial Strategy grants	Portfolio Holder for Housing and Health  Assistant Director of Housing, Health and Communities
<b><u>Comment:</u></b>				
<i>d. Increase the number of trees in the district (and protect existing trees).</i>	Work with parishes to identify land available for tree planting.	Trees planted subject to land becoming available/ being put forward.	Within existing resources allocated within Climate Budget.	Portfolio Holder for Environment and Green Issues  Assistant Director of Environmental Services
<b><u>Comment:</u></b>				
<i>e. Oppose a second runway at Stansted Airport</i>	Respond to appropriate consultations.	Respond to appropriate consultations as per the timescales on the consultations.	Within existing resources - Local Plan & New Communities Team, involving others as appropriate.	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan  Director of Planning
<b><u>Comment:</u></b>				

## Progressive Custodian of our Rural Environment

We Will:	Activities	Outputs/Milestones	Resources	Lead Member
<i>f. Set a Net Zero Carbon goal for the Council and implement supporting policies</i>	<p>Complete the Fleet Replacement Strategy</p> <p>Complete energy efficiency review of the estate</p> <p>Model growth of district and associated increases in carbon emissions from Council operations</p> <p>Provide options to Council on pathways to Net Zero</p>	<p>Review of draft strategy by Energy Saving Trust (EST) in April 23. Completion of strategy is dependent on feedback from EST, timescales currently unknown.</p> <p>Completed energy efficiency review by March 23</p> <p>Modelling complete by March 23 (work linked to Spatial Strategy of Local Plan)</p> <p>Options to be presented to council by March 23</p>	<p>Within existing resources allocated within Climate Budget</p>	<p>Portfolio Holder for Environment and Green Issues</p> <p>Portfolio Holder for Finance and Budget</p> <p>Assistant Director of Environmental Services</p>

**Comment:**

## Progressive Custodian of our Rural Environment

We Will:	Activities	Outputs/Milestones	Resources	Lead Member
<i>g. Increase walking, cycling and sustainable transport</i>	Develop appropriate policies in the emerging Local Plan.	Increases in people walking, cycling and using sustainable transport such that there is a measurable difference by the 2031 census.	Within existing resources	Portfolio Holder for Planning & the Local Plan
	Map the results of the active travel survey and seek projects that can be brought forward outside the Local Plan.	Results reported by June 22	Within existing resources allocated within climate budget	Portfolio Holder for Environment and Green Issues Director of Planning
	Produce a Local Walking and Cycling Infrastructure Plan	Plan commissioned by June 22  Draft plan available by March 23		Assistant Director of Environmental Services
<b><u>Comment:</u></b>				
<i>h. Recognise the district's 'greenest' businesses and developers</i>	Uttlesford Business Awards to be held with categories specifically for the "greenest" businesses and developers.	Awards scheme to be developed during 22/23	Economic Development Team	Portfolio Holder for the Economy, Investment and Corporate Strategy  Assistant Director of Resources
<b><u>Comment:</u></b>				

## Progressive Custodian of our Rural Environment

We Will:	Activities	Outputs/Milestones	Resources	Lead Member
<b>2. Conserve our natural resources</b>				
<i>a. Implement and enforce policies that protect water and reduce energy consumption</i>	Develop appropriate policies in the emerging Local Plan. Following their adoption, implement and enforce these policies.	<p>Regulation 18 consultation in May 22.</p> <p>Regulation 19 publication period in Spring 23.</p> <p>Adoption of the Local Plan in Summer 2024.</p> <p>Implementation and enforcement milestones to be developed after the content of the policies is known.</p>	Within existing resources	<p>Portfolio Holder for Planning &amp; the Local Plan</p> <p>Director of Planning</p>
<b><u>Comment:</u></b>				
<i>b. Drive programmes that increase biodiversity</i>	<p>Map the results of the biodiversity study to seek projects that can be brought forward outside the Local Plan.</p> <p>Develop an ambitious policy in the Local Plan on</p>	<p>Map of biodiversity projects for short, medium and long-term delivery. The estimated completion date for this falls outside the 22/23 year, in June 23</p> <p>Regulation 18 consultation in May 22</p>	From existing resources within climate budget and Local Plan Budget.	<p>Portfolio Holder for Environment and Green Issues</p> <p>Portfolio Holder for Planning &amp; the Local Plan</p> <p>Assistant Director of Environmental Services</p> <p>Director of Planning</p>

## Progressive Custodian of our Rural Environment

We Will:	Activities	Outputs/Milestones	Resources	Lead Member
	<p>Biodiversity Net Gain</p> <p>Work with ECC and neighbouring authorities to create a Nature Recovery Network.</p>	<p>Regulation 19 publication period in Spring 23</p> <p>Adoption of the Local Plan in Summer 2024</p> <p>ECC is designated as Lead Authority on this project; the timelines are currently unknown and beyond UDC control</p>		
<b><u>Comment:</u></b>				
<i>c. Support local energy production initiatives</i>	Provide support to community energy production initiatives as appropriate should they come forward.	Outputs dependent on number and types of initiatives	Support from existing resources within climate budget	<p>Portfolio Holder for Environment and Green Issues</p> <p>Assistant Director of Environmental Services</p>
<b><u>Comment:</u></b>				
<i>d. Implement programmes to reduce single-use plastics</i>				<p>Portfolio Holder for Environment and Green Issues</p> <p>Assistant Director of Environmental Services</p>

Progressive Custodian of our Rural Environment				
We Will:	Activities	Outputs/Milestones	Resources	Lead Member
<b><u>Comment:</u></b>				
e. Work to reduce per-capita landfill in the district				Portfolio Holder for Environment and Green Issues  Assistant Director of Environmental Services
<b><u>Comment:</u></b>				
<b>3. Protect and enhance our rural character and heritage</b>				
<i>a. Meet or exceed national standards for open and green spaces</i>	Develop appropriate policies in the emerging Local Plan.	Adopt policies that meet or exceed national standards for open and green spaces as per the timescales for the Local Plan	Within existing resources	Portfolio Holder for Planning and the Local Plan  Director of Planning
<b><u>Comment:</u></b>				
<i>b. Encourage positive planning that values and protects our heritage</i>	Explore a programme with Historic England for capacity building within parish and town councils to deliver proactive work either through Neighbourhood Plans,	Quarterly meetings with Historic England during 22/23  Programme in place by March 23	Within existing resources	Portfolio Holder for Planning and the Local Plan  Director of Planning

Progressive Custodian of our Rural Environment				
We Will:	Activities	Outputs/Milestones	Resources	Lead Member
	Conservation area Character Appraisals or bespoke Article 4 Directions			
<b><u>Comment:</u></b>				
<i>c. Work with others to increase access to the heritage and history of our district</i>	Promote new tourism website Discover Uttlesford alongside individual apps Discover Saffron Walden, Discover Dunmow, Discover Thaxted and Discover Stansted.	<p>The website is being launched in March 22.</p> <p>An extensive marketing campaign will link to the website and individual apps, beginning in March and continuing throughout 22/23</p> <p>Close working with Visit Essex and Saffron Walden Tourist Information Centre using their websites to promote tourism in Uttlesford.</p>	Within existing resources	<p>Portfolio Holder for Sport, Leisure and the Arts</p> <p>Assistant Director Resources</p> <p>Assistant Director of Corporate Services</p>
	Submit Development Phase application to National Lottery Heritage Fund for phase 2 of Saffron Walden Museum's long-term development plan	<p>Submission of grant application documents by June 22</p> <p>Development phase to commence if application successful (NHLF minimum assessment period is 12 weeks)</p>	Grant submission process is within existing resources	

## Progressive Custodian of our Rural Environment

We Will:	Activities	Outputs/Milestones	Resources	Lead Member
<u>Comment:</u>				
<i>d. Work with our rural partners and developers to maintain habitat and wildlife corridors</i>				Portfolio Holder for Environment and Green Issues  Assistant Director of Environmental Services
<u>Comment:</u>				
<i>e. Target littering and fly-tipping</i>	Deploy the fly tipping surveillance camera across know fly tipping hotspots  Take action to reduce littering from vehicles	Monthly deployment  Engage in one enforcement patrol per calendar month	Within existing resources  Resources will be required to fund the penalty service software, although this should be covered from the civil penalty receipts	Portfolio Holder for Environment and Green Issues  Assistant Director of Environmental Services
<u>Comment:</u>				
<b>4. Take strong action on dealing with pollution</b>				
<i>a. Increase air quality monitoring across the district</i>	Using an additional 36 diffusion tubes monitor NO2 concentrations at school locations	Installation of tubes and monthly collection of data	Within existing resources	Portfolio Holder for Environment and Green Issues  Assistant Director of Housing, Health

## Progressive Custodian of our Rural Environment

We Will:	Activities	Outputs/Milestones	Resources	Lead Member
	Publish annual Air Quality report	Publication of Air Quality Report by December 22		and Communities
<b><u>Comment:</u></b>				
<i>b. Deliver reductions in pollution at identified problem areas</i>	<p>Identify problem areas through ongoing air quality monitoring</p> <p>Where required, develop a planned response with partners including Essex Highways to mitigate against areas of poor air quality</p> <p>Promote air quality awareness through the Clean Air Day (CAD) initiative</p>	<p>Ongoing monthly assessment of air quality data</p> <p>Review approach following the publication of the Air Quality Report in Q3 22/23</p> <p>Deliver CAD initiatives within the district – Clean Air Day is 16 June 2022</p>	Within existing resources	<p>Portfolio Holder for Environment and Green Issues</p> <p>Assistant Director of Housing, Health and Communities</p>
<b><u>Comment:</u></b>				

## Corporate Plan - Delivery Plan 2022/23

### ***Vision: Making Uttlesford the best place to live, work and play***

<b>Champion for our District</b>				
<b>We Will:</b>	<b>Activities</b>	<b>Outputs/Milestones</b>	<b>Resources</b>	<b>Lead Cabinet Member</b>
<b><i>1. Improve Uttlesford's connectivity</i></b>				
<i>a. Hold ECC to account: Work to set the agenda for ECC highway maintenance and pothole fixing</i>	Through the Local Highways Panel, continue to work with Essex County Council (ECC) to ensure highways matters remain a high priority	Attendance at quarterly Highways Panel meetings	£200,000 match funding for highways schemes in 22/23	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan  Chief Executive
	Promotion of links to services and responsibilities of ECC along with reporting mechanisms for potholes, footpaths, pavements and streetlight repairs	Dissemination of all relevant ECC information to the public throughout 22/23	Within existing resources	Portfolio Holder for Council and Public Services  Assistant Director of Corporate Services
<b><u>Comment:</u></b>				
<i>b. Work with ECC and communities to develop the highway improvement schemes we need</i>	Include appropriate requirements in the emerging Local Plan. Develop appropriate bids for external funding.	Appropriate requirements included in the emerging Local Plan in May 2022 and Spring 2023. Appropriate bids for external funding secured as per government timescales.	Local Plan & New Communities Team, involving others as appropriate.	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan  Director of Planning
		Attendance at quarterly Highways Panel meetings	£200,000 match funding for highways schemes in 22/23	Chief Executive

Champion for our District				
We Will:	Activities	Outputs/Milestones	Resources	Lead Cabinet Member
	Continue to work with Essex Highways through the Local Highways Panel	Identification of appropriate highways schemes to fund in the district		
<b>Comment:</b>				
<i>c. Hold ECC to account to deliver what they promise</i>	Continue to utilise access points into Essex County Council to ensure Uttlesford's voice is heard.	Attendance at relevant meetings including, but not limited to monthly Essex Leaders and Chief Executive meetings and the quarterly Local Highways Panel.	Within existing resources	Leader  Chief Executive
	Continue to press ECC to respond to planning consultations, including Highways and Education matters, within the statutory timeframes	Work closely with ECC officers to make them aware of large schemes coming forward.	Within existing resources	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan  Director of Planning
<b>Comment:</b>				
<i>d. Promote and support sustainable transport initiatives, such as bus, rapid transport and rail upgrades</i>	Include appropriate requirements in the emerging Local Plan.	Appropriate requirements included in the emerging Local Plan in May 2022 and Spring 2023.	Local Plan & New Communities Team, involving others as appropriate.	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan  Director of Planning
<b>Comment:</b>				

Champion for our District				
We Will:	Activities	Outputs/Milestones	Resources	Lead Cabinet Member
<i>e. Lobby Highways England to improve the capacity and safety of the M11</i>	Make representations to appropriate consultations and forums.	Capacity and safety improvements to the M11 funding secured and delivered to Highways England's timescales.	Local Plan & New Communities Team, involving others as appropriate.	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan  Director of Planning
<b>Comment:</b>				
f. Work with ECC and hold them to account to deliver rural superfast broadband in our district	Continue to monitor the rollout of superfast broadband through the Gigaclear contract managed by Essex County Council. The rollout of superfast broadband is due to complete 30 September 2022.	Essex is working with Gigaclear to monitor the remedial plan and negotiations are ongoing regarding the delivery of all the remaining properties which are either financially constrained (too expensive to reach) or restricted by wayleaves. UDC Officers attend fortnightly progress meetings with Gigaclear and ECC.	£500,000 allocated for UDC contribution to Superfast Broadband project (Gigaclear) £100,000 to support other superfast broadband initiatives	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan  Assistant Director of Resources
<b>Comment:</b>				
<b>2. Support our students, schools and libraries</b>				
<i>a. Conduct a wholesale review of school transport to understand the gap in</i>	Make appropriate representations to Essex County Council	Response from Essex County Council regarding plans for school transport	Within existing resources	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan

Champion for our District				
We Will:	Activities	Outputs/Milestones	Resources	Lead Cabinet Member
<i>provision of what ECC provides</i>				
<b>Comment:</b>				
<i>b. Ensure that developer contributions are collected for ECC to provide our local school and Early Years places</i>	Continue to collect developer contributions, where appropriate, in line with ECC education formula requirements.	All appropriate developer contributions collected	Within existing resources	Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan  Interim Director of Planning
<b>Comment:</b>				
<i>c. Create and support new services inside our libraries to increase their viability</i>	A full residents' survey will be commissioned and delivered to inform the Blueprint Uttlesford project in areas such as customer interaction and channel preferences. From this, the council will be able to assess demand for customer service delivery through one or more Uttlesford libraries	Residents' survey conducted and reported by the end of Spring 2022.	Blueprint Uttlesford project team and Transformation Reserve – estimated cost of survey work is £15,000	Portfolio Holder for Council and Public Services  Chief Executive
<b>Comment:</b>				
<b>3. Work with partners to keep the district safe</b>				
<i>a. Work with the Police, Fire and Crime Commissioner and Chief Constable to reduce crime on our area</i>	Production of an annual strategic assessment to complement the Fire, Police and Crime Commissioner's vision for Essex. This Strategic Assessment will focus on local data to ensure that safe and	Strategic assessment produced in April 22. This will inform and revise the priorities for the Community Safety Partnership action plan,	Within existing resources	Portfolio Holder for Communities Youth, Public Safety, Emergency Planning and liaison with the Police and Fire & Rescue Service  Assistant Director for Housing and Environmental Health

Champion for our District				
We Will:	Activities	Outputs/Milestones	Resources	Lead Cabinet Member
	secure communities are at the forefront of the partnership work.	which will be produced concurrently.		
<b><u>Comment:</u></b>				
<i>b. Continue to be an active partner of the Community Safety Partnership</i>	<p>Work is undertaken with partner agencies within the Community Safety Partnership to reduce and prevent crime and anti-social behaviour</p> <p>Partnership action plan to be produced to identify projects that will address the fear of crime and reduce the risk of crime and anti-social behaviour</p> <p>Engage with partners to deliver Public Space Protection Orders to deal with</p>	<p>Partnership action plan produced in line with the strategic assessment in April 22</p> <p>Submit appropriate bids to funding streams to help achieve priorities throughout 22/23.</p> <p>Produce an engagement plan that informs how the CSP will engage with communities to understand better the safety needs and concerns of the district by June 2022</p> <p>Preventative projects delivered to address emerging themes to include Crucial Crew and "rural projects by March 2023</p>	<p>Communities Team</p> <p>Community Safety Partnership</p> <p>Environmental Health Team – within existing resources</p>	<p>Portfolio Holder for Communities Youth, Public Safety, Emergency Planning and liaison with the Police and Fire &amp; Rescue Service</p> <p>Assistant Director of Housing, Health and Communities</p>

Champion for our District				
We Will:	Activities	Outputs/Milestones	Resources	Lead Cabinet Member
	anti-social behaviour within the district	Consult on proposed orders by June 22 and adopt new orders across the district by September 22		
<b><u>Comment:</u></b>				
<b>4. Work to create a better local Health Service for residents</b>				
<i>a. Work with NHS on in-district local healthcare provision</i>	Work to continue with the West Essex and Herts Integrated Care Systems (ICS) through the Health Inequalities Board and the One Health Care Partnership Board	Support health partners to establish a place-based approach to delivery of health services by July 22.  Contribute to ICS health inequalities programme and deliver appropriate projects aligned to priorities by March 23.	Communities Team	Portfolio Holder for Housing and Health  Assistant Director of Housing, Health and Communities
<b><u>Comment:</u></b>				
<i>b. Work to secure Addenbrookes, The Princess Alexandra Harlow, and Mid-Essex hospitals as our recognised local hospital providers</i>	These hospitals are our recognised local hospital providers. Continue with programme of regular meetings with NHS representatives, such as the West Essex Clinical Commissioning Group, about healthcare provision for the district.	Meetings attended. Any matters of concern would be reported through the Health and Wellbeing Board.	Within existing resources	Portfolio Holder for Communities Youth, Public Safety, Emergency Planning and liaison with the Police and Fire & Rescue Service  Assistant Director of Housing, Health and Communities

Champion for our District				
We Will:	Activities	Outputs/Milestones	Resources	Lead Cabinet Member
<b><u>Comment:</u></b>				
<i>c. Deliver programmes to support our ageing population</i>	Review of community services to meet the needs of the residents including older people	<p>Day centres fully opened in Thaxted, Stansted and Great Dunmow from April 2022</p> <p>Consultation with Thaxted Community as to the use of the building June 2022</p> <p>Continuation of the strength and balance classes across the district to end of March 2023</p>	Communities Team	<p>Portfolio Holder for Council and Public Services</p> <p>Assistant Director of Housing, Health and Communities</p>
<b><u>Comment:</u></b>				

<b>Committee:</b>	Cabinet	<b>Date:</b>
<b>Title:</b>	Car Park Ticket Machines - Consultation	Tuesday, 29 March 2022
<b>Portfolio Holder:</b>	Councillor Richard Freeman, Portfolio Holder for Council and Public Services	
<b>Report Author:</b>	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk Linda Howells, Economic Development Officer lhowells@uttlesford.gov.uk	<b>Key decision:</b> No

---

## Summary

1. The District Council owns and/or manages 10 pay and display off-street car parks across the settlements of Saffron Walden, Great Dunmow and Stansted Mountfitchet, including several managed on behalf of other organisations.
2. There are a total of 37 car park ticket machines in the car parks which are a mix of cash or card, but all users can use the MiPermit app for all car parks.
3. 19 ticket machines were damaged following thefts from those machines in 2021. These have been upgraded and now only offer payment by card. Table 1 in Appendix 1 contains information about the locations of the upgraded ticket machines and when they were installed. The remaining 18 ticket machines currently only take cash payments.
4. Some residents have complained about the lack of a payment by cash option in the upgraded machines. Comments and complaints received by the Council are identified in Table 2 in Appendix 2.
5. A Ticket Machine User consultation was completed in December 2021. Full results are included in Appendix 3.
6. Ticket sales data has been analysed to understand the financial impact of the change in payment options. This is included in the text of this report.
7. A number of payment options have been considered and these are outlined with advantages and disadvantages in this report.

## Recommendations

8. The Cabinet is recommended to approve the upgrade of all ticket machines to a card only payment option.

## Financial Implications

9. In 2016 a capital bid was approved for £92,000 with the intention of replacing 23 old ticket machines with new machines, and to future proof the car parks credit/debit card payments / contactless payments and licence plate recognition systems would also be considered.

10. If the recommended option is approved, the cost of upgrading all 37 ticket machines would be £63,875.

## Background Papers

None

## Impact

11.

Communication/Consultation	Comments from residents have been collated. Ticket machine users were consulted, and the results are included in this report.
Community Safety	None
Equalities	EQHIA Appendix 5
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	Only applies to car parks in specific town and village centre wards
Workforce/Workplace	None

## Situation

12. The District Council owns and/or manages 10 pay and display off-street car parks across the settlements of Saffron Walden, Great Dunmow and Stansted Mountfitchet, including several managed on behalf of other organisations.
13. There are a total of 37 ticket machines in the 10 car parks.
14. In 2016 a capital bid was approved for £92,000 with the intention of replacing 23 old ticket machines with new machines, and to future proof the car parks credit/debit card payments / contactless payments and licence plate recognition systems would also be considered. The MiPermit payment option was already available to car park users.
15. The technology was changing quickly, and more payment options became available. The original manufacturer merged with another company slowing down negotiations and then a new company entered the market offering a cheaper upgrade kit, rather than the replacement of the whole machine.
16. The COVID-19 pandemic then paused all work on the ticket machines, and it was 2021 before negotiations were re-started. By this time three additional ticket machines had been installed and the 11 ticket machines in Fairycroft car park were also included in the upgrade plan to convert all ticket machines so that they were providing cash and card payment options.

17. On 22<sup>nd</sup> June 2021 money was stolen from a ticket machine in Swan Meadows car park. This was followed by a regular spate of thefts, which left ticket machines damaged and unusable, car parks incurring loss of cash (£7,500), repair costs, loss of income as some car parks had to become free as no ticket machines were working.
18. The perpetrators of these thefts targeted car parks across the whole of north Essex and within weeks, every ticket machine in Great Dunmow was out of order, Swan Meadows and Rose and Crown car parks were affected in Saffron Walden and by September 2021 incidents were also occurring in Stansted Mountfitchet.
19. A decision was taken to replace the ever-growing number of damaged ticket machines with the planned upgrades but with only a card payment option and to trial the card only payment machines before reviewing the situation and making further decisions.
20. There were 21 thefts or attempted thefts with incidents continuing until 24<sup>th</sup> October 2021 and more ticket machines than planned were upgraded as part of the trial.

### **Residents Consultation**

21. A User Consultation Survey was completed in December 2021 to evaluate the trial. This exercise was completed in all the car parks with ticket machines offering only a card payment option. It is important to note that by its definition this survey was of customers who had just used the ticket machines and those people who feel unable to use a card only ticket machine are very unlikely to have been present or interviewed. The full report and findings are included as Appendix 3.
22. The survey received 240 responses of which 60% were using the newly upgraded ticket machines for the first time. 92% of all respondents felt that the new machines were “very easy” or “OK” to use, which included those who self-certified as 71 years old or over.
23. Comments received during the consultation exercise included concerns that older residents were being discriminated against, that it was “silly” to use a card for a 40p car park ticket and that the card only payment would deter people from visiting the town centre. Some of the issues raised have been dealt with and these are outlined in Appendix 4.
24. Separately to the consultation the Council received 29 complaints or comments about the card only payment option and these have been collated in Table 2 in Appendix 2.

### **Financial Data**

25. Ticket sales data has been analysed to provide evidence of the financial impact of the change to card only payment.
26. It is difficult to compare data for several reasons and partly owing to the unpredictable and varied changes in behaviours resulting from the COVID-19 pandemic. Many of the car parks were free of charge for several weeks due to the damage to ticket machines.
27. The COVID pandemic is still impacting customers’ behaviour and many are still very cautious. 2019 is the last year before the pandemic that could be used as a baseline but the machines were very old and at times did not report consistently to the central computer. Many people are currently working from home, some with a hybrid work pattern whilst others are at home 100% of the time, possibly using their local shops more often than they used to when they commuted to their office base.

28. Data for the largest car park in Saffron Walden and Great Dunmow has been collated for October, November and December 2019, and the same months in 2021. There was a Christmas car parking incentive in both years, with the period between Christmas and New Year free in both of car parks, and free Mondays in Great Dunmow and free Tuesday and Wednesday afternoons in Saffron Walden in December 2019.

29. The following sets out the number of tickets purchased (number of transactions), comparing 2019 to 2021.

<b>Table 3</b>						
<b>Saffron Walden – Swan Meadows car park – Number of transactions per month</b>						
	<b>Cash 2019</b>	<b>MiPermit 2019</b>	<b>Total 2019</b>	<b>Card 2021</b>	<b>MiPermit 2021</b>	<b>Total 2021</b>
Oct	8,595	1,717	10,312	7,107	2,555	9,662
Nov	8,162	1,870	10,032	7,231	2,577	9,808
Dec	9,096	2,136	11,332	7,375	2,897	10,272
<b>Great Dunmow – White Street car park – Number of transactions per month</b>						
	<b>Cash 2019</b>	<b>MiPermit 2019</b>	<b>Total 2019</b>	<b>Card 2021</b>	<b>MiPermit 2021</b>	<b>Total 2021</b>
Oct	6,257	1,134	7,391	8,908	2,720	11,628
Nov	7,233	1,210	8,443	8,475	2,677	11,152
Dec	„5896	932	6,828	7,973	2,726	10,699

30. Considering the impact of the pandemic the data does not suggest a significant impact from the change to card only payment.

31. Ticket machine sales are slightly reduced in Swan Meadows but have increased in White Street car park while MiPermit ticket sales have increased in both car parks.

32. Table 4 shows the average cost of transactions per month. The average cost per transaction is slightly less in 2021 than in 2019 but the 2021 figures are likely to be influenced by the pandemic and the change in customers behaviours as some restrictions were still in place during 2021. It has been noted nationally that customers are making shorter trips to the shops, only doing what is essential and leaving for home as quickly as possible.

<b>Table 4 Average value of transactions per month</b>				
	<b>Swan Meadows car park</b>		<b>White Street car park</b>	
	<b>2019</b>	<b>2021</b>	<b>2019</b>	<b>2021</b>
Oct	£1.76	£1.67	94p	83p
Nov	£1.76	£1.70	92p	85p
Dec	£1.66	£1.61	91p	83p

33. There are currently 18 ticket machines that still need to be replaced or upgraded.
34. A range of options have been considered. The recommended option is to complete the upgrade of all ticket machines so that they are offering card only payment. The costs would be £63,875.
35. The advantages would include a consistent approach across the district reducing customer confusion, reduced risk of future thefts as cash would not be stored in the machines, no cash collection fees and no risk of coin jams in the machines which make the machine unusable until repaired.
36. The disadvantages would include difficulty for some customers to pay for their car parking as they do not have a credit/debit card, or they do not want to use a card for a payment of under £1. It should be noted that these disadvantages affect a very minimal number of residents.
37. There could be multiple options where all ticket machines offered card payment and some of the machines also offered cash payment. Perhaps one ticket machine in each car park, or each small car park, with more than one in the larger car parks.
38. This would offer cash payment option in some or all ticket machines, some or all car parks or some or all town / village centres.
39. Disadvantages would include the risk that thefts from ticket machines would continue with lost income, repair costs and inconvenience for customers. There would also continue to be cash collection fees and the risk of coin jams. There could also be confusion as to which car parks or which ticket machines accepted cash. If there was only one ticket machine storing cash in each car park it would present a high risk of theft.
40. The suppliers of the upgrade kits of the ticket machines have advised that they have produced an ultra-secure ticket machine which reduces the risk of future thefts although would not remove the risk completely.
41. Each ultra-secure machines would cost in the region of £6k and would require the existing machine to be removed, ground works to be completed and the installation of the new machines. If all 37 ticket machines were replaced with the ultra-secure machines the costs would be in the region of £222k.

## Risk Analysis

42.

Risk	Likelihood	Impact	Mitigating actions
Not upgrading to card only and loss of cash from theft continues	3	3	Upgrade all machines to card only
Using cashless systems reduces income and footfall due to reduced usage	1	2	Work with local residents and Businesses to address issues being encountered.  Parking incentives and promotion of MiPermit

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

<b>APPENDIX 1 – UPGRADED TICKET MACHINES</b>				
<b>TABLE 1</b>				
<b>TOWN / SETTLEMENT</b>	<b>CAR PARK</b>	<b>No. ticket machines</b>	<b>No. card only ticket machines as at 31/12/2021</b>	<b>Date new card only machines installed</b>
Saffron Walden	Rose and Crown	1	1	15.9.21
	Swan Meadows	9	9	16.9.21
	The Common	3	2	10.11.21
	Fairycroft	11	0	N/A
Great Dunmow	Angel Lane	1	1	15.9.21
	Chequers Lane	2	1	10.11.21 (remaining 1 cash machine not working)
	New Street	1	1	14.12.21
	White Street	3	2	15.9.21 (remaining 1 cash machine not working)
Stansted Mountfitchet	Crafton Green	1	1	10.11.21
	Lower Street	5	1	10.11.21
<b>TOTAL</b>		<b>37</b>	<b>19</b>	

## APPENDIX 2 – CONSULTATION FEEDBACK SUMMARY

A total of 29 comments were received either by e-mail (23), letter (1) or telephone (5) during the period 31.8.21 (after the initial press release) to 7.12.21.

4 people commented about the inability to pay when the car park was free, and two reported being happy to use a card.

The concerns of the remaining 23 people are identified in Table 1 below.

Table 2 – Feedback Summary	Feedback Summary		
Summary Comment	Great Dunmow	Saffron Walden	Unknown
Concern about discrimination against older people who are unable to use the card only ticket machine	2		3
Had no cash when parking		1	
Unable to use cards/phone App	1 *		
Doesn't want to use card/wants cash option	6	2	
Problems with using machine		2	
Wants instructions on notice board / attendant at machine (temporary)	2		1
Adverse impact on business	2		
Unhappy with card but used	1		
Totals	14	5	4

There was only 1 case (\*) where a customer was unable to use the machines for specific individual health and welfare reasons, and in this case, a free 12 month season ticket was sent to the customer to allow them to continue to use the car parks.

**Appendix 3 is attached as a separate document.**

#### **APPENDIX 4 – Action taken following comments made during the User Consultation**

Several comments recorded during the consultation exercise have been addressed. These include:

- Time taken to produce the ticket is too long – the manufacturers have made some technical changes to the programming which has shortened the time to a maximum 25 seconds to produce the ticket.
- Tickets fly out of the machine before customer able to get hold of them – the manufacturers have identified the problem and the NEPP technical Team have made minor adjustments to the flap that holds the ticket in place.
- Some customers complained that the ticket machines do not accept payment by digital wallet. The manufacturers (IPS UK Ltd) are working on a upgrade which should be available by the end of March 2022.
- Some customers complained that the machine would not accept any of their cards. The instructions on the screen have been amended to ask customers to hold the card in front of the reader until the instructions on the screen change as some customers were tapping the reader rather than holding the card in place.

# **Car Parking Ticket Machine Survey**

## **Report for Uttlesford District Council**

January 2022



<b>Table of contents</b>	<b>Page</b>
<b>Executive Summary</b>	<b>4</b>
<b>1.0 Introduction &amp; Remit</b>	<b>5</b>
<b>2.0 Methodology</b>	<b>6</b>
2.1 Sites and Times Chosen	6
2.1.1 White Street, Great Dunmow	6
2.1.2 Crafton Green, Stansted Mountfitchet	6
2.1.3 Swan Meadows, Saffron Walden	7
Additional survey sites chosen	
2.1.4 Angel Lane, Great Dunmow	7
2.1.5 Rose and Crown, Saffron Walden	7
2.1.6 Chequers Lane, Great Dunmow	7
2.2 On site signage and instructions	7
2.2.1 Ticket Machine Instructions	8
<b>3.0 Survey results:</b>	<b>9</b>
3.1 Overall Survey Results	9
3.2 Overall Summary Findings	
3.2.1 Question results: How easy was it to use the card machine?	10
3.2.2 Question results: If it was difficult what was the problem?	11
3.2.3 Question results: Is this the 1 <sup>st</sup> time you have used the machines?	13
3.2.4 Question results: Do you have concerns about using cards at the machines?	14
3.2.5 Question results: If yes what are your concerns?	15
3.2.6 Note on parking charges across the car parks	16
3.2.7 Question results: What age bracket do you fall into?	17
<b>4.0 Conclusions</b>	
4.1 Survey Results Summary	18
<b>5.0 Recommendations</b>	<b>19</b>

## Figures and Tables:

Figure 1 - Ticket Machine Signage	8
Figure 2 - Ticket Machine Signage	8
Figure 3 – Survey Graph for Q1	10
Figure 4 – Survey Graph for Q1b	12
Figure 5 – Survey Graph for Q2	13
Figure 6 - Survey Graph for Q2b	14
Figure 7 - Survey Graph for Q2c	15
Figure 8 – Survey Graph for Q3	18
Figure 9 - Existing Board signage	19
Figure 10 – Mi Permit signage	20
Figure 11 – Mi Permit instructions/signage	20
Figure 12 – Street Lighting near ticket machine	21
Table 1 – Overall Survey Numbers by location	9

## Appendices:

Appendix 1 – Survey results Total
Appendix 2 – Additional comments for Q1
Appendix 3 – Additional comments for Q2

## Executive Summary

Plumb Associates were commissioned by Uttlesford District Council to undertake public consultation on new card only payment car park ticket machines during December 2021.

Uttlesford District Council are responsible for the management of 10 car parks that charge tariffs, four in Saffron Walden, four in Great Dunmow and two in Stansted Mountfitchet.

The Council has planned for some time to upgrade the ticket machine in the car parks, replacing the current old stock with new machines that would offer cash and card payment options. Unfortunately, a spate of damage to and theft from the ticket machines during the summer and autumn of 2021 resulted in many ticket machines being left out of order. It was agreed that these would be upgraded with a card payment only option in light of the risk of future cash thefts from the machines. It was agreed to trial the upgraded machines and to then provide a comprehensive report to the Council's Cabinet setting out the feedback from users of the machines, ticket sales, comments and complaints and possible future options.

This report presents the results of the public consultation held in the car parks in December 2021. A key aim of the consultation was to identify the opinions of people in the car parks who have just used the new upgraded ticket machines and to report on any problems arising from the upgraded ticket machine.

A survey of users was undertaken in those car parks that only provide a card payment option during 6 sessions across 3 dates in December 2021. Three short main questions were agreed for the survey with Uttlesford District Council, to encourage more and quicker participation for busy individuals using the car parks, with further detailed answer options if participants were willing/able to answer. Everyone was asked to self-identify their age range for demographic purposes.

A key aim of the consultation was to review the use of the new ticket machines after a 3 month trial period, to see how people got on with card only payment machines and to ascertain whether there are problems with the new system.

The questions were:

- Q1.** How Easy was it to use the card payment ticket machine?  
Very Easy    Ok    Difficult
- Q1 a.** If Difficult: What was the problem?
- Difficulty reading the screen
  - Took long time to process the card
  - Wouldn't read the card – I needed to insert before it would work
  - Ticket flew out of the slot onto the ground
- Q1b.** Is this the first time you have used the ticket machine?  
Yes    No
- Q2.** Do you have any concerns about using your card at the ticket machine?  
Yes    No
- If Yes what are your concerns?
- Age Brackets**      18-30      31-50      51-70      71+years

The survey data gathered shows a good mix across the age ranges.

Appendix 1 shows a summary of all results, which are discussed in further detail in Section 3 of this report.

## 1.0 Introduction & Remit

Uttlesford Council had planned to upgrade all the ticket machines in the car parks during the autumn of 2021 and were intending to upgrade them so that the machines took cash or card payments. On the 22<sup>nd</sup> of April there was an attempt to break into one of the Council's car park ticket machines. On the 22<sup>nd</sup> of June there was a successful break in, with money inside one Swan Meadows car park ticket machine stolen. Over the next few weeks the culprits returned often until had targeted all the Dunmow car parks and many ticket machines in Saffron Walden, followed by incidents in Stansted Mountfitchet. At the same time ticket machines across North Essex car parks were being repeatedly targeted.

Uttlesford Council lost income totalling thousands of pounds through these thefts (approximately £40,000 including loss of revenue from having to offer free parking whilst machines were out of order) and decided to change the machines to 'card payment only' as the only way to stop repeat thefts from the machines. The first of these new machines were installed in September 2021.

Three consultation sessions were agreed with Plumb Associates, three 3 hour morning sessions when car parks were busiest.

- Swan Meadow in Saffron Walden on 8/12/21
- Crafton Green in Stansted Mountfitchet on 9/12/21
- White Street in Great Dunmow on 13/12/21

With Uttlesford Council Economic Development team staff undertaking additional surveys at:

- Angel Lane in Great Dunmow on 8/12/21
- The Rose and Crown in Saffron Walden on 13/12/21
- Chequers Lane, Great Dunmow on 13/12/21

Surveys were conducted by Julia Plumb, director of Plumb Associates, assisted on the first morning by Linda Howells, Economic Development Officer for Uttlesford District Council and Linda Steer, Business Support Officer. Resulting data was captured and input/presented electronically in the graphs which can be seen at **Appendix 1**, and which is discussed in **Section 3** of this report.

## 2.0 Methodology

Uttlesford District Council (UDC) provides a total of 10 secure public car parks that charge tariffs within the district, providing parking for 1400 cars. The service provides almost 800 spaces for short stay visitors and more than 600 spaces for long stay commuters.

Uttlesford District Council chose the sites for the consultation exercise, the preferred methods of consultation (face-to-face), and the questions contained in the survey, which allowed for both quantitative and qualitative data to be recorded. This was informed partly by some public comments which had come into the council following the introduction of the new machines at the start of the 3 month trial. The survey was short and specific to:

- Reach a higher number of participants
- Avoid delaying people unnecessarily
- Focus solely on the impact of new 'Card Only' machine usage

### 2.1 Main Sites and Times Chosen

Sites were chosen by UDC for several reasons:

- The car parks were only offering card payment option at the ticket machines

- Early to mid-December would catch pre-Christmas shoppers, with the hope of speaking to a wide range of ages and experience of using the card only payment option.

#### **2.1.1 White Street, Great Dunmow (Long Stay car park 172 spaces)**

At the time of the consultation there were two ticket machines at either end of the car park. For the first morning of the survey Linda Steer (UDC) and Julia Plumb (Plumb Associates) manned an area near to one ticket machine each.

#### **2.1.2 Crafton Green, Stansted Mountfitchet (Long Stay car park with 52 spaces)**

There is one ticket machine at this location. The car park is close to a community centre (which was hosting a Christmas lunch on the day of surveying) and was used by people for easy access to Cambridge Road.

#### **2.1.3 Swan Meadows, Saffron Walden (Long stay car park with 394 spaces)**

There are 9 ticket machines throughout the car park. Surveying took place at the path adjacent to Park Lane, out of the car park towards the High Street. This afforded excellent access to a regular stream of people arriving and leaving the car park.

#### **Additional Survey sites:**

Uttlesford Council staff manned the following car parks for periods between 1 to 3 hours for additional surveying.

#### **2.1.4 Angel Lane, Great Dunmow (Short Stay car park with 31 spaces)**

There is one ticket machine at this location. Although small, it is located near a doctors' surgery making this a well used car park.

#### **2.1.5 Rose and Crown, Saffron Walden (Short Stay Car Park with 27 spaces)**

There is one ticket machine at this location. It is centrally located for access to the Market Square.

#### **2.1.6 Chequers Lane, Great Dunmow 13<sup>th</sup> December (Short Stay Car Park with 67 spaces)**

There are two ticket machines at this location, which serves a Day Centre, a local primary school and the High Street. Only one ticket machine is working and this is only offering a card payment option.

## 2.2 On Site Signage and Instructions

In early December 2021 the news had broken about the new Omicron COVID variant and there was concern throughout the country about the potential for increased COVID restrictions. Fortunately, there was a steady stream of visitors to the larger car parks, while the smaller car parks were much quieter with limited footfall.

For some this was the first time of using the new machines, although many people had been made aware through local news reports about the reasons and the change to 'card only' payment. Other people surveyed were regular car park users. This gave a good spread of opinion on ease of use of the new machines, and opinions on going cashless.

The machines themselves all had notices about the 'card only' payment methods.

Large signs are visible on the sides of machines, and the front of the machine has a coin graphic circled in red with a line through to indicate that coins cannot be used.

**See Figures 1 and 2.**



**Figures 1 and 2 - Ticket Machine signage indicating card only and coins not accepted**

### 2.2.1 Ticket Machine instructions

Uttlesford Council have been refining the on screen instructions during the trial to make them as simple to follow as possible.

Many respondents to the surveys found the instructions simple and intuitive, especially compared with other car parks which require car registration details to be entered as well as payment details. Those who were nervous about using the new system were talked through them by survey staff and found them to be easy enough to navigate. It was clear that some respondents were wary of any changes however simple, but most users were confident having used machines once that they would be able to follow the instructions again on their own.

## 3.0 Survey Results – Overall

All sessions saw a good flow of motorists using the chosen car parks, and the vast majority were happy to participate in the survey when approached. People on mobile phones or in conversations with others were not interrupted.

Only demographic information regarding the (self-identified) age of respondents was recorded as part of the survey; however, it was noted that there was a good mix in terms of gender at all sessions.

Site	Date	Number	Weather	Notes
White Street Great Dunmow	Wednesday 8 <sup>th</sup> Dec 2021 9am - 12 noon	121	Very Cold Windy	JP surveying Assisted P/T by LS (Uttlesford Council)
Angel Street Great Dunmow	Wednesday 8 <sup>th</sup> Dec 2021 10 -11am	9	Very Cold Windy	LH Uttlesford Council
Crafton Green Stansted Mountfitchet	Thursday 9 <sup>th</sup> December 9am – 12 noon	11	Very Cold	JP surveying Community Centre in use
Swan Meadow, Saffron Walden	Monday 13 <sup>th</sup> December 9am – 12 noon	52	Very Cold Damp	JP surveying Assisted P/T by LH
Rose and Crown, Saffron Waldden	Monday 13 <sup>th</sup> December 10 -11.30am	14	Very Cold Damp	LH Uttlesford Council
Chequers Lane, Great Dunmow	Monday 13 <sup>th</sup> December	33	Very Cold Damp	LS Uttlesford Council

	9.30am -12 noon			
<b>Totals</b>	<b>Hours?</b>	<b>240 responses</b>		

Table 1: Survey numbers overall by location

Despite allowing for a short turnaround time, additional comments were often given during the survey and where relevant these were captured and annotated into the electronic data survey records to provide additional context for responses. Responses of less than 1% of the response rate have not been commented on in this report, but the full details of all responses can be seen at **Appendix 1** and findings are discussed further from **Section 3.1 in Overall findings**.

Despite the prevailing cold weather conditions, and ongoing Covid pandemic the seasonal impact of pre-Christmas shopping was noted on the visitor rate for December.

### 3.1 Overall Survey Findings Summary

In reading the following statistics, please note % will be rounded up or down and may not always add to 100%.

#### 3.1.1 Question

##### How easy was it to use the card ticket machine?

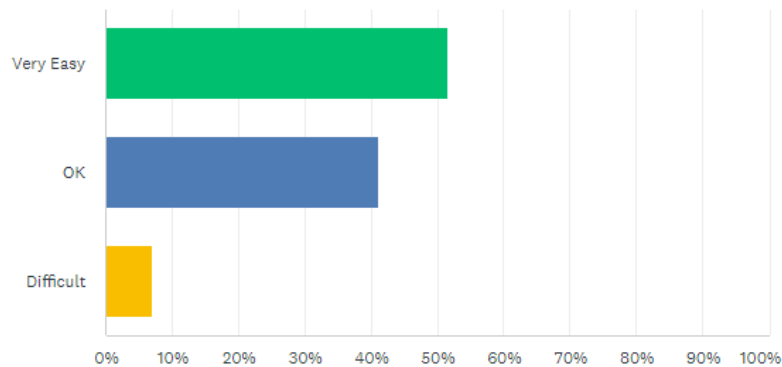
- 51% (123 of 238 of respondents to this question) found the card machines very easy to use.
- 41 % (98 of 238 respondents to this question) found them 'ok' to use
- 7% (17 of 238 respondents to this question) found them difficult to use

This gives a generally positive **92%** (221 of the 238 respondents) who **did not** find the machines difficult to use.

Considering the age of respondents included a high proportion of those in the 71+ age bracket this is encouraging feedback.

### How easy was it to use the card payment ticket machine?

Answered: 238 Skipped: 3



ANSWER CHOICES	RESPONSES
Very Easy	51.68% 123
OK	41.18% 98
Difficult	7.14% 17
TOTAL	238

**Table 3: Survey Graph for Question 1**

#### 3.1.2 Optional additional question

**If it was Difficult (using the ticket machines) what was the problem?**

Through general conversation during surveys there was also feedback from respondents who hadn't found using the machines difficult. Their qualitative responses are also included here as useful anecdotal data and includes comments from 100 people.

44% (44 of the 100 people) who responded to this question found the time taken by machines to read connect to banks and process the card was too long. This also felt longer by people in the cold windy weather conditions.

9% (9 of the 100 people) who responded to this question found the windy weather caused the ticket they had purchased to fly away before being taken from the machine. This may be an issue with the ticket gripping mechanism of the machine, but for many respondents particularly in the 71+ age bracket did cause some concern having paid that they would be unable to retrieve their ticket, causing them to either pay again or risk getting a parking fine for not displaying a ticket on their dashboard.

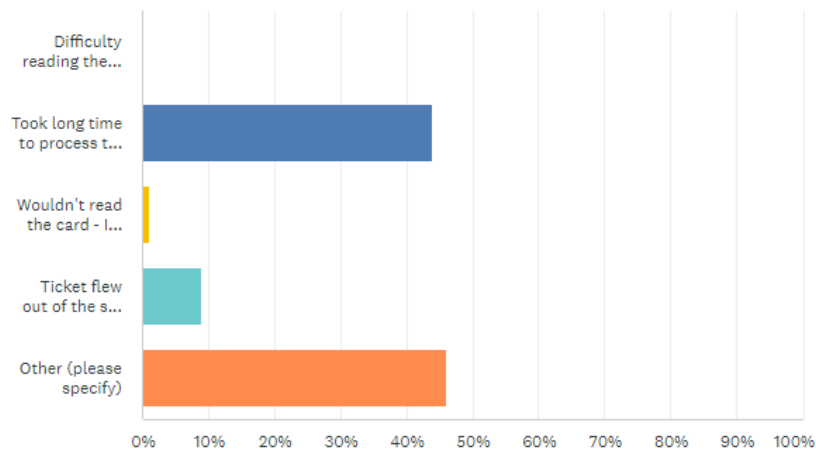
In the '**Other**' responses section of this question there were predominately positive comments including

- 16 of 46 comments recorded (40%) mentioning being happy it was so easy, and saving worries about having cash for parking
- 6 of 46 comments recorded (13%) noting that ticket machines did not accept payment by digital wallet, including Apply Pay and Google pay. The rise in people moving to mobile only banking will increase in time so this needs to be addressed by the machine manufacturers.
- 5 of 46 comments noted (11%) had tried several cards or tried several times with one card before achieving payment success

Full details of the other additional comments can be seen at **Appendix 2**

If Answer is 'Difficult', what was the problem?

Answered: 100 Skipped: 141



ANSWER CHOICES	RESPONSES
▼ Difficulty reading the screen	0.00% 0
▼ Took long time to process the card	44.00% 44
▼ Wouldn't read the card - I needed to insert it before it would work	1.00% 1
▼ Ticket flew out of the slot on to the ground	9.00% 9
▼ Other (please specify)	Responses 46.00% 46
TOTAL	100

**Table 4: Survey Graph for Q1b**

### 3.1.3 Question:

#### Is this the first time you have used the ticket machine?

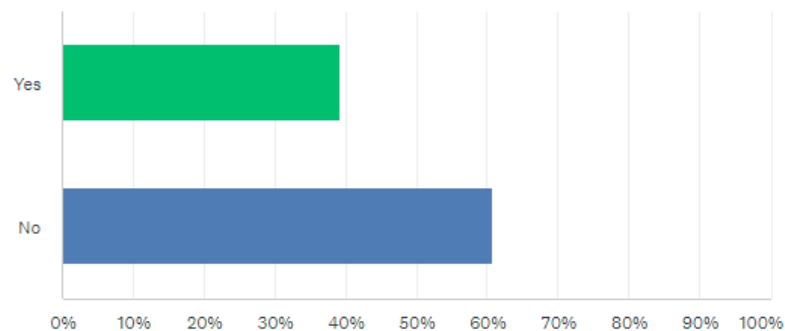
60% (119 of 196 people who responded to this question) had not used the ticket machines previously

- 39% (77 of 196 people who responded to this question) had used the machines.

Given that most people surveyed had not used the card machines before and noting the results to the previous question included only 7% of people finding machines difficult to use, this bodes well for further expansion of this method of payment.

Is this the first time that you have used the ticket machine?

Answered: 196 Skipped: 45



ANSWER CHOICES	RESPONSES
Yes	39.29% 77
No	60.71% 119
TOTAL	196

Figure 5: Survey Graph for Q2

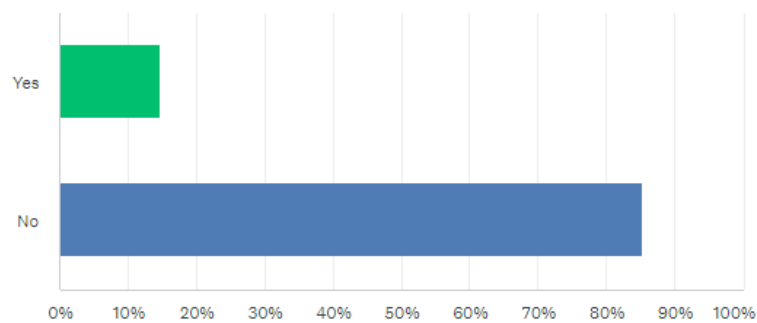
### 3.1.4 Question:

**Do you have any concerns about using your card at the ticket machine?**

- 85% (197 of the 231 people who responded to this question) had no concerns about using their card at the ticket machines
- 15% (34 of the 231 people who responded to this question) did have concerns about using their card at the ticket machine.

Do you have any concerns about using your card at the ticket machine?

Answered: 231 Skipped: 10



ANSWER CHOICES	RESPONSES	
Yes	14.72%	34
No	85.28%	197
TOTAL		231

**Figure 6: Survey Graph for Q2b**

### 3.1.5 Option additional Question

**If Yes (concerns about using a card at ticket machines) what are they?**

Through general conversation during surveys there was also feedback from respondents who didn't have concerns about using cards at the ticket machines. Their qualitative responses are also included here as useful anecdotal data and includes comments from 68 people, (which includes 58 of whom making 'other' additional comments). Additional comments can be seen at Appendix 2

- 7% (5 of the 68 who responded to this question) did find using the card for a 40p parking ticket silly
- 6% (4 of the 68 who responded to this question) just preferred using cash
- 1% (1 of the 68 who responded to this question) was concerned about card cloning.

There were 58 responses where multiple comments were made covering several topics

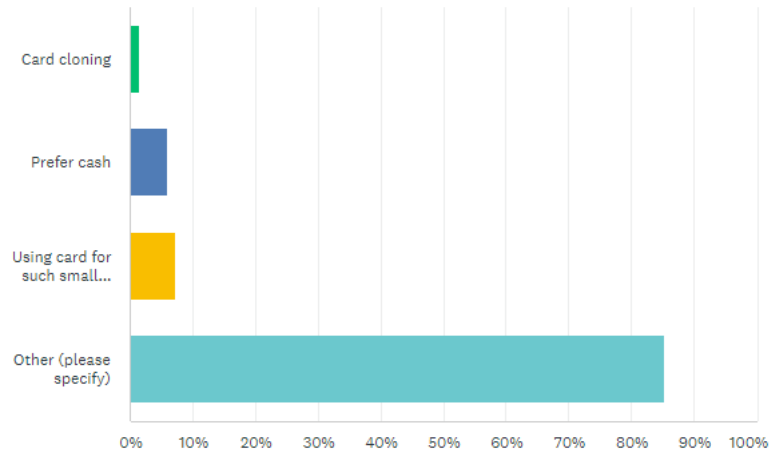
- 14% (8 of 58 people who responded to the 'other' element of this question) were worried about whether older people might have concerns or issues using a card at the ticket machines
- 11% (6 of the 58 people who responded to the 'other' element of this question) thought the new system was great/a step forward/ an improvement etc
- 9% (5 of the 58 people who responded to the 'other' element of this question) thought it was silly/pathetic/ridiculous to be using a debit or credit card for a 40p (per half hour) \* transaction
- 7% (4 of the 58 people who responded to the 'other' element of this question) simply didn't like system changes or using debit/credit cards/or didn't often have cards with them.
- 3.5% (2 of the 58 people who responded to the 'other' element of this question) were concerned about possible bank charges for processing such a small amount. One person reported that his bank was charging him £1 to process a debit card payment in the car park.

(It was also noted that 1 respondent found the screen rather dark to read particularly in darker afternoons/evening. Street lighting was not close enough to light the screen and the machine apparently did not light up automatically when being used. This may be something for Uttlesford District Council to query with the machine manufacturers.)

\*10 of the 68 people responding overall had issues with using cards for such a small amount of money,

## If Yes, what are your concerns?

Answered: 68 Skipped: 173



ANSWER CHOICES	RESPONSES	
▼ Card cloning	1.47%	1
▼ Prefer cash	5.88%	4
▼ Using card for such small amount	7.35%	5
▼ Other (please specify)	85.29%	58
TOTAL		68

Figure 7: Survey Graph 2c

### 3.1.6 Note: Parking Charges across the survey sites

- At White Street, Angel Lane and Chequers Lane in Great Dunmow there is a 0.40p per 30 minute minimum parking charge.
- At Stansted Mountfitchet, there is a 0.40p per 30 minute minimum parking charge.
- In Saffron Walden, The Rose & Crown charges 0.50p per 30 minutes or 70p per hour
- Swan Meadows charges a minimum 0.70p for up to an hour

### 3.1.7 Question

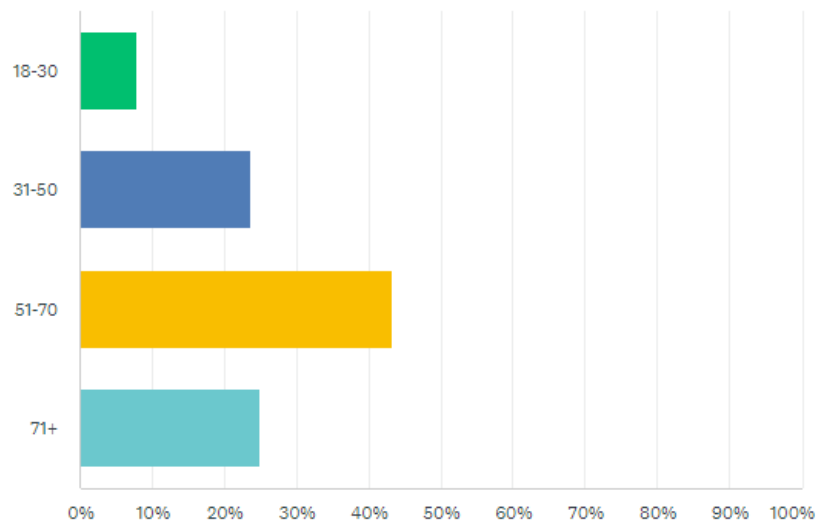
**What age bracket do you fall into?**

- 43% (104 of 240 responding to this question) were in the 51-70 age bracket
- 25% (60 of 240 responding to this question) were in the 71+ bracket
- 24% (57 of 240 responding to this question) were in the 31- 50 age bracket
- 8% (19 of 240 responding to this question) were in the 18-30 age bracket

No other demographic information was requested or given.

what age bracket do you fall into?

Answered: 240 Skipped: 1



ANSWER CHOICES	RESPONSES	
▼ 18-30	7.92%	19
▼ 31-50	23.75%	57
▼ 51-70	43.33%	104
▼ 71+	25.00%	60
TOTAL		240

**Figure 8: Age breakdown of survey respondents**

#### 4. Conclusions

The public appear to have adapted well to changes in parking machines at the locations surveyed in Uttlesford, this includes those in the 71+ age bracket which was well represented, being a quarter of all respondents.

52% of all respondents found the machines very easy to use and only 5% of people found them difficult to use.

Some respondents stating the new machines were easier to use than many others, including specifically those at Bishops Stortford, Norfolk, Epping and Clacton. Other respondents were pleased machines did not also require car registration details as well as payment details.

The 41% that were simply 'ok' with using the machines often expressed that it would improve with more frequent use. Accounting for the 39% of first time users it would seem to indicate an improving response to the new machines being card only, over time.

More importantly 85% of those surveyed had no concerns about using a card at the machine and expressed in passing that 'everything is card now', with most people preferring it, often not having coins to hand.

The biggest issue for most of the respondents expressing opinions was on the time it took to process transactions. Where most transactions in store or online are virtually instantaneous, the lag in processing payments did feel rather slow. This was compounded in wet and windy weather. This is possibly more of a worry for nervous older people who do not wish to be standing around with a credit or debit card in hand for longer than necessary. But it also applies when respondents had tried to use several cards or one card several times to complete a transaction successfully.

(Amex card users were unsuccessful in their efforts despite machine stickers showing Amex as being accepted. This has been queried with the machine manufacturer by Council staff and they confirmed that AMEX is accepted.)

Some older people don't realise their cards are contactless until they try them, and this was tested in practice at some of the survey locations for first time users.

Some of the younger respondents did raise the issue of being unable to use Apple Pay and other Mobile Phone banking methods. The rise in people moving to mobile only banking will increase in time. Ticket machine manufacturers have confirmed to Council staff that they are progressing with Apple Pay and similar methods and hope that this will be operational by the end of March 2022.

The question of using a card for a 40p half hour ticket was commented on by 10 respondents, although this mainly applied in Great Dunmow where parking fees are lower. There were occasional comments that parking for up to 30 minutes should be

free, and others who queried if bank charges may apply for such small monetary transactions. This will depend on what kind of account people have and which banks they use but is worth bearing in mind.

Only one respondent commented in Great Dunmow that he was unable to use the new parking ticket (which doesn't have barcodes) at the Co-op self-scan machines to get his parking refunded. If this is the ongoing case, it would be prudent to update Co-op and other signage to reflect this change.

## 5. Recommendations

The slow response time of the ticket machines to processing bank cards should be reviewed with machine manufacturers, this was by far the greatest issue people had with the machines overall.



**Figure 9: Existing Board Signage at Swan Meadows**

The boards are partly obscured by new machine placement.

Not all previous signage is visible, if charges still apply Monday to Saturday

The top line of 'Conditions of Use' can be confusing to first time card only machine users which still refers to the situation 'if you do not have change'. Council staff

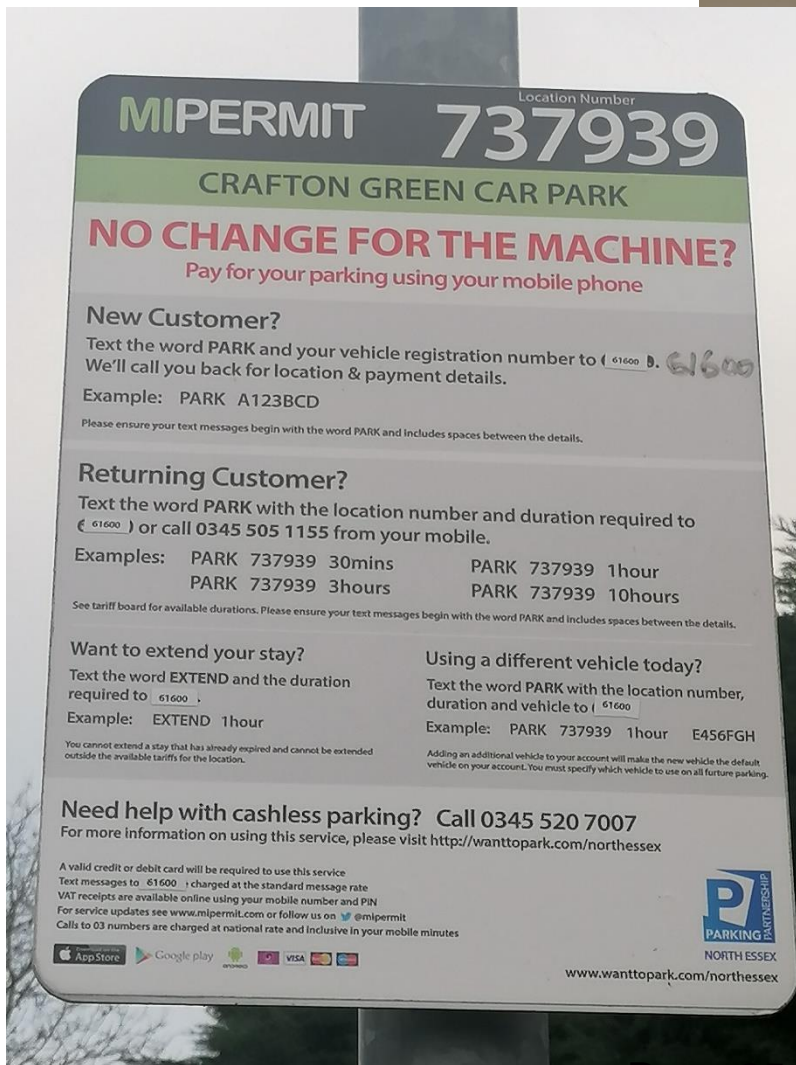
anticipate that signage will be updated/renewed once a decision has been made how to proceed with parking payments for the future.

The issue with the ticket gripping mechanism which did not seem sufficiently strong to hold on to tickets until purchasers had taken hold of them has been looked into according to Council staff, and is being addressed.

If it is a genuine intention to move more people to use parking apps then it would be prudent to also include those details on screens or machines as well as on isolated signage around the car park. And additional Mi-permit signage in the car parks to promote the payment option is also required.



Figure 10 + 11: Mi Permit signage and App instructions



As surveys were conducted in daylight hours it was not possible to check comments about the screen not being illuminated in poor light or evenings.

As the transactions take a while to process in daylight hours this could become much longer if screens cannot be easily read in darker conditions, and streetlights would not appear to be close enough for better visibility.



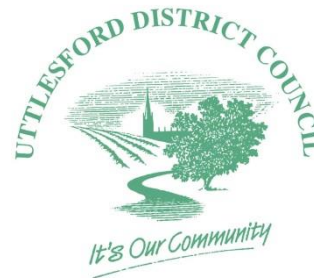
**Figure 12 – Street lighting near ticket machines at Stansted Mountfitchet**

Where survey respondents were making very short trips and required 30 minutes parking or less, there were comments about the need for free parking for visits to the doctor's surgery or library book drop offs. It may be worth considering a limited number of 'free for less than 30 minute' bays especially in White Street car park which is near to the doctor's surgery where people appear to visit for short periods of time.

This may also go some way to appeasing members of the public who were vociferous about using a bank card for a 40p transaction.

If parking charges are due to be revised in future, there may be less of a need for this.





## Uttlesford District Council

### Equality & Health Impact Assessment (EqHIA)

#### Document control

<b>Title of activity:</b>	<i>Car Park Ticket Machines in Uttlesford Off-Street Car Parks</i>
<b>Lead officer:</b>	<i>Linda Howells</i>
<b>Approved by:</b>	<i>Angela Knight</i>
<b>Date completed:</b>	<i>27/09/2021</i>
<b>Scheduled date for review:</b>	<i>16/03/2022 – this has been reviewed to submit with the Cabinet Report</i>

<b>Does the EqHIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?</b>	No
---	----

Please note that EqHIAs are **public** documents and must be made available on the Council's [EqHIA webpage](#).

When completed, a copy of this form should be saved with the activity a policy, strategy, procedure, project, new or change in service, initiative or other's file for audit purposes and in case it is requested under the Freedom of Information Act.

**When the EqHIA is completed send a copy to the following email address - [EqHIA@Uttlesford.gov.uk](mailto:EqHIA@Uttlesford.gov.uk)**

# 1. Equality & Health Impact Assessment Checklist

Please complete the following checklist to determine whether or not you will need to complete an EqHIA and ensure you keep this section for your audit trail. If you have any questions, please contact your Divisional Equality Lead. Please refer to the Guidance in Appendix 1 on how to complete this form. **When EqHIA is completed send a copy to the following email address [EqHIA@Uttlesford.gov.uk](mailto:EqHIA@Uttlesford.gov.uk)**

## About your activity

1	Title of activity	<i>Upgrading of car park ticket machines</i>		
2	Type of activity	<i>Change in service</i>		
3	Scope of activity	<p><i>The car park ticket machines in the Council's managed off-street pay and display car parks are very old, prone to breakdown and cannot be reprogrammed.</i></p> <p><i>Between April – Oct 2021 a spate of vandalism / theft incidents occurred, and this proposal is to remove the payment by cash option and reduce the risk of theft from and damage to the ticket machines.</i></p> <p><i>The proposal is to update all Car Park Ticket machines to card payment only</i></p>		
4a	Are you changing, introducing a new, or removing a service, policy, strategy or function?	Yes	If the answer to <u>any</u> of these questions is 'YES', please continue to question 5.	If the answer to <u>all</u> of the questions (4a, 4b & 4c) is 'NO', please go to question 6.
4b	Does this activity have the potential to impact (either positively or negatively) upon people (9 protected characteristics)?	Yes		
4c	Does the activity have the potential to impact (either positively or negatively) upon any factors which determine people's health and wellbeing?	No		
5	If you answered YES:	<b>Please complete the EqHIA in Section 2 of this document.</b> Please see Appendix 1 for Guidance.		

<b>6</b>	<b>If you answered NO:</b>	<p><i>Please provide a clear and robust explanation on why your activity does not require an EqHIA. This is essential in case the activity is challenged under the Equality Act 2010.</i></p> <p><i>Please keep this checklist for your audit trail.</i></p>
----------	----------------------------	--

<b>Completed by:</b>	Linda Howells
<b>Date:</b>	16 March 2022

## 2. The EqHIA – How will the strategy, policy, plan, procedure and/or service impact on people?

Background/context:
<p><i>There are 10 off-street pay and display car parks managed by UDC in the district; these are:-</i></p> <p><i>Saffron Walden = 4 car parks</i></p> <p><i>Great Dunmow = 4 car parks</i></p> <p><i>Stansted Mountfitchet = 2 car parks</i></p> <p><i>Up to 20.7.2021, all car park ticket machines accepted cash; there was also an option to pay by mobile phone app (MiPermit) for daily parking) which does not require access to a pay and display ticket machine.</i></p> <p><i>There was a plan to upgrade all car park machines to accept credit/debit card to provide an alternative payment method to cash or MiPermit. This seemed an opportune time to do this as card payments have become more widely used as a result of the Covid-19 pandemic and provide a safer way to pay as they do not require use of cash, and contactless payment reduce the risk of contamination. There has been extensive and repeat vandalism of and theft from pay and display machines across most car parks rendering the machines inoperable.</i></p> <p><i>User consultation demonstrates that the majority of people are happy with the card only or MiPermit options.</i></p> <p><i>There were some comments received that stated that the Elderly were disadvantaged by this option. It is possible that residents or visitors with learning difficulties could struggle but this is likely to be the exception.</i></p>

*\*Expand box as required*

Who will be affected by the activity?
<p><i>All users of the car parks will be affected as the cash payment option will be removed and replaced with a card payment option.</i></p> <p><i>The removal of a cash payment option will affect those users who do not carry a debit or credit card. However, in the last 18 months the number of people not carrying a debit / credit card has significantly reduced as many businesses have required payment by card during the COVID-19 pandemic.</i></p> <p><i>During the pandemic ticket sales in the car parks have also shown a strong shift to the use of the MiPermit app which has been encouraged with extra signage in the car parks. This requires a user to own a smart phone and to download an app but does reduce the risk of contamination and infection.</i></p> <p><i>There are also users who have asked why a contactless card payment option is not available in Uttlesford, as it is available in nearby towns, such as Bishops Stortford.</i></p> <p style="text-align: right;"><i>*Expand box as required</i></p>

Protected Characteristic - Age: Consider the full range of age groups		
Please tick (✓) the relevant box:		<b>Overall impact:</b>
Positive	✓	<p><i>It is recognized that younger people are more likely to be using contactless card payments than much older users, although the majority of older people have debit and/or credit cards. Younger users of the car park have not expressed concerns about the change and have welcomed the use of card payments.</i></p>
Neutral		
Negative	✓	<p><i>Older people may experience a negative impact due to not being able to use cash for payments. They may not find it as convenient for such small payments being recorded on their bank and credit card statements. However, past experience suggests that the public, including older and younger people, do get used to new systems as long as clear instructions are available near machines.</i></p> <p><i>The sales of pay and display tickets show little impact of the change which indicates that overall residents and visitors have continued to use the machines successfully.</i></p> <p style="text-align: right;"><i>*Expand box as required</i></p>
<b>Evidence:</b> <p><i>There has been a mixed response to the removal of the cash payment option at the ticket machines that have been upgraded to date. It appears that most negative comments have been received from older residents who prefer to use cash to pay for their car park tariffs.</i></p> <p><i>Pension and benefits payments are generally made to a bank account and most older people will have a debit and/or credit card.</i></p>		

<p><i>The number of responses and or complaints are minimal.</i></p> <p style="text-align: right;"><i>*Expand box as required</i></p>
<p><b>Sources used:</b></p> <p><i>Economic Development did a consultation with users on site at all sites where there was card only payment machines. 29 responses and of those 24 were negative.</i></p> <p style="text-align: right;"><i>*Expand box as required</i></p>

<b>Protected Characteristic - Disability:</b> Consider the full range of disabilities; including physical mental, sensory and progressive conditions		
Please tick (✓) the relevant box:		<b>Overall impact:</b>
<b>Positive</b>		<p><i>Disabled people may find it more difficult not to use cash for payments, perhaps if they have visual or learning difficulties. However, once understood card payments are not complicated and are believed to be more convenient to all users in general. (However blue badge disabled people do not pay for parking anyway.) Parking Services (NEPP) will monitor evidence of any pattern of difficulties in future.</i></p> <p style="text-align: right;"><i>*Expand box as required</i></p>
<b>Neutral</b>	✓	
<b>Negative</b>		
<b>Evidence:</b> <p style="text-align: right;"><i>*Expand box as required</i></p>		
<b>Sources used:</b> <p style="text-align: right;"><i>*Expand box as required</i></p>		

<b>Protected Characteristic - Sex/gender:</b> Consider both men and women		
Please tick (✓) the relevant box:		<b>Overall impact:</b>
<b>Positive</b>		<p>No specific impact</p> <p style="text-align: right;"><i>*Expand box as required</i></p>
<b>Neutral</b>	✓	
<b>Negative</b>		
<b>Evidence:</b> <p style="text-align: right;"><i>*Expand box as required</i></p>		
<b>Sources used:</b>		

*\*Expand box as required*

**Protected Characteristic - Ethnicity/race:** Consider the impact on different ethnic groups and nationalities

<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  No specific impact
<b>Positive</b>		
<b>Neutral</b>	✓	
<b>Negative</b>		

*\*Expand box as required*

**Evidence:**

*\*Expand box as required*

**Sources used:**

*\*Expand box as required*

**Protected Characteristic - Religion/fait:** Consider people from different religions or beliefs including those with no religion or belief

<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b>  No specific impact
<b>Positive</b>		
<b>Neutral</b>	✓	
<b>Negative</b>		

*\*Expand box as required*

**Evidence:**

*\*Expand box as required*

<b>Sources used:</b>	<i>*Expand box as required</i>
----------------------	--------------------------------

<b>Protected Characteristic - Sexual orientation:</b> Consider people who are heterosexual, lesbian, gay or bisexual		
Please tick (✓) the relevant box:		<b>Overall impact:</b>
<b>Positive</b>		No specific impact
<b>Neutral</b>	✓	
<b>Negative</b>		
<b>Evidence:</b>		
<i>*Expand box as required</i>		
<b>Sources used:</b>		
<i>*Expand box as required</i>		

<b>Protected Characteristic - Gender reassignment:</b> Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth		
Please tick (✓) the relevant box:		<b>Overall impact:</b>
<b>Positive</b>		No specific impact
<b>Neutral</b>	✓	
<b>Negative</b>		
<i>*Expand box as required</i>		

<b>Evidence:</b>	<i>*Expand box as required</i>
<b>Sources used:</b>	<i>*Expand box as required</i>

<b>Protected Characteristic - Marriage/civil partnership:</b> Consider people in a marriage or civil partnership		
Please tick (✓) the relevant box:		<b>Overall impact:</b>
<b>Positive</b>		No specific impact   <i>*Expand box as required</i>
<b>Neutral</b>	✓	
<b>Negative</b>		
<b>Evidence:</b>		
<i>*Expand box as required</i>		
<b>Sources used:</b>		
<i>*Expand box as required</i>		

<b>Protected Characteristic - Pregnancy, maternity and paternity:</b> Consider those who are pregnant and those who are undertaking maternity or paternity leave		
Please tick (✓) the relevant box:		<b>Overall impact:</b>
<b>Positive</b>		No specific impact
<b>Neutral</b>	✓	

<b>Negative</b>		
<i>*Expand box as required</i>		
<b>Evidence:</b>		
<i>*Expand box as required</i>		
<b>Sources used:</b>		
<i>*Expand box as required</i>		

<b>Socio-economic status:</b> Consider those who are from low income or financially excluded backgrounds		
<i>Please tick (✓) the relevant box:</i>		<b>Overall impact:</b> <i>Most benefits paid by DWP are paid into a bank account. For those people who are unable or unwilling to open a bank account the DWP will pay under the Payment Exception Service (i-movo) and recipients can collect the benefits in cash at a local Pay Point business. As payments are being made by car drivers / owners to pay for fuel and running expenses, it is likely they already do so by using cards or mobile phones anyway</i> <i>The number of people without a bank account would be expected to be small and to date no car park user has made contact and stated that they do not have a bank account, with the exception of one user who has learning difficulties.</i>
<b>Positive</b>		
<b>Neutral</b>	✓	
<b>Negative</b>		
<i>*Expand box as required</i>		
<b>Evidence:</b>		
<i>Cash payment methods always required the correct amount of money as no change was given. Contactless payment method enables the user to pay exactly what they choose to pay and so this can be beneficial and no over-payment is made.</i>		
<i>*Expand box as required</i>		
<b>Sources used:</b>		
<i>*Expand box as required</i>		

<b>Health &amp; Wellbeing Impact:</b> Consider both short and long-term impacts of the activity on a person's physical and mental health, particularly for disadvantaged, vulnerable or at-risk groups. Can health and wellbeing be positively promoted through this activity? Please use the Health and Wellbeing Impact Tool in Appendix 2 to help you answer this question.	
Please tick (✓) all the relevant boxes that apply:	<b>Overall impact:</b>
<b>Positive</b>	<div style="text-align: right;"><i>*Expand box as required</i></div>
<b>Neutral</b>	<b>Do you consider that a more in-depth HIA is required as a result of this brief assessment?</b> Please tick (✓) the relevant box
<b>Negative</b>	<div style="text-align: right;">       Yes <input type="checkbox"/>      No <input checked="" type="checkbox"/> </div>
<b>Evidence:</b>	
<div style="text-align: right;"><i>*Expand box as required</i></div>	
<b>Sources used:</b>	
<div style="text-align: right;"><i>*Expand box as required</i></div>	

### 3. Outcome of the Assessment

The EqHIA assessment is intended to be used as an improvement tool to make sure the activity maximises the positive impacts and eliminates or minimises the negative impacts. The possible outcomes of the assessment are listed below and what the next steps to take are:

Please tick (✓) what the overall outcome of your assessment was:

	1. The EqHIA identified <u>no significant concerns</u> OR the identified <u>negative concerns</u> have already been <u>addressed</u>	➔	<b>Proceed with implementation</b> of your activity
	2. The EqHIA identified some <u>negative impact</u> which still needs <u>to be addressed</u>	➔	<b>COMPLETE SECTION 4:</b> <b>Complete action plan</b> and finalise the EqHIA
	3. The EqHIA identified some <u>major concerns</u> and showed that it is <u>impossible to diminish negative impacts</u> from the activity to an acceptable or even lawful level	➔	<b>Stop and remove</b> the activity or <b>revise</b> the activity <b>thoroughly</b> . <b>Complete an EqHIA on the revised proposal.</b>

## 4. Action Plan

The real value of completing an EqHIA comes from the identifying the actions that can be taken to eliminate/minimise negative impacts and enhance/optimize positive impacts. In this section you should list the specific actions that set out how you will address any negative equality and health & wellbeing impacts you have identified in this assessment. Please ensure that your action plan is: more than just a list of proposals and good intentions; sets ambitious yet achievable outcomes and timescales; and is clear about resource implications.

Protected characteristic / health & wellbeing impact	Identified Negative or Positive impact	Recommended actions to mitigate Negative impact* or further promote Positive impact	Outcomes and monitoring**	Timescale	Lead officer

**Add further rows as necessary**

\* You should include details of any future consultations and any actions to be undertaken to mitigate negative impacts

\*\* Monitoring: You should state how the impact (positive or negative) will be monitored; what outcome measures will be used; the known (or likely) data source for outcome measurements; how regularly it will be monitored; and who will be monitoring it (if this is different from the lead officer).

## 5. Review

In this section you should identify how frequently the EqHIA will be reviewed; the date for next review; and who will be reviewing it.

**Review:**

**Scheduled date of review:** 16 March 2023

**Lead Officer conducting the review:** Linda Howells/Angela Knight

*\*Expand box as required*

# Appendix 1. Guidance on Undertaking an EqHIA

**This Guidance can be deleted prior to publication.**

## What is it?

The Equality & Health Impact Assessment (EqHIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service, whilst at the same time ensuring a person's chance of leading a healthy life is the same wherever they live and whoever they are. We want to ensure that the activities of the Council are 'fit for purpose' and meet the needs of Uttlesford's increasingly diverse communities and employees. This robust and systematic EqHIA process ensures that any potential detrimental effects or discrimination is identified, removed, or mitigated and positive impacts are enhanced.

## When to Assess:

An EqHIA should be carried out when you are changing, removing or introducing a new service, policy, strategy or function; for simplicity, these are referred to as an "activity" throughout this document. It is best to conduct the assessment as early as possible in the decision-making process.

### Guidance: Equality & Health Impact Assessment Checklist

The Checklist in Section 1 asks the key questions,

**4a) Are you changing, introducing a new, or removing a service, policy, strategy or function?**

**4b) Does this activity (policy/strategy/service/decision) have the potential to impact (either positively or negatively) upon people (9 protected characteristics)?**

**4c) Does this activity (policy/strategy/service/decision) have the potential to impact (either positively or negatively) upon any factors which determine people's health and wellbeing?**

- If the answer to ANY of the questions 4a, 4b or 4c of the Checklist is 'YES' then you must carry out an assessment. e.g. Proposed changes to Contact Centre Opening Hours  
'YES' = you need to carry out an EqHIA
- If the answer to ALL of the questions, 4a or 4b of the Checklist is NO, then you do not need to carry out an EqHIA assessment. e.g. Quarterly Performance Report  
'NO' = you DO NOT need to carry out an EqHIA. Please provide a clear explanation as to why you consider an EqHIA is not required for your activity.

## Using the Checklist

The assessment should take into account all the potential impacts of the proposed activity, be it a major financial decision, or a seemingly simple policy change. Considering and completing this EqHIA will ensure that all Council plans, strategies, policies, procedures, services or other activity comply with relevant statutory obligations and responsibilities. In particular it helps the Council to meet its legal obligation under the [Equality Act 2010 and the Public Sector Equality Duty](#) and its public health duties under the [Health and Social Care Act 2012](#).

## Having Due Regard

To have due regard means that in making decisions and in its other day-to-day activities, the Council must consciously consider the need to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity between different groups
- Foster good relations between different groups
- Reduce inequalities in health outcomes

## Combining Equality and Health Impact Assessment:

[Equality Impact Assessments \(EIAs\)](#) provide a systematic way of ensuring that legal obligations are met. They assess whether a proposed policy, procedure, service change or plan will affect people different on the basis of their 'protected characteristics' and if it will affect their human rights. Currently there are **nine protected characteristics** (previously known as 'equality groups' or 'equality strands'): age, disability, sex/gender, ethnicity/race, religion/faith, sexual orientation, gender reassignment, marriage/civil partnership, and pregnancy/ maternity/paternity.

An activity does not need to impact on all 9 protected characteristics – impacting on just one is sufficient justification to complete an EqHIA.

This [Equality and Health Impact Assessment \(EqHIA\)](#) brings together a single tool which will result in a set of recommendations to eliminate discrimination and inequality; enhance potential positive impacts and mitigate where possible for negative impacts.

In conducting this EqHIA you will need to assess the impact (positive, neutral or negative) of your activity on individuals and groups with **protected characteristics** (this includes staff delivering your activity), **socio-economic status** and **health & wellbeing**. Guidance on what to include in each section is given on the next pages.

### Guidance: What to include in background/context

In this section you will need to add the background/context of your activity, i.e. what is the activity intending to do, and why?

Make sure you include the scope and intended outcomes of the activity being assessed; and highlight any proposed changes. Please include a brief rationale for your activity and any supporting evidence for the proposal. Some questions to consider:

- What is the aim, objectives and intended outcomes?
- How does this activity meet the needs of the local population?
- Has this activity been implemented in another area? What were the outcomes?
- Is this activity being implemented as per best practice guidelines?
- Who were the key stakeholders in this activity?

required

\*Note that the boxes will expand as

### Guidance: Who will be affected by the activity?

The people who will be affected may be

**Residents:** pay particular attention to vulnerable groups in the population who may be affected by this activity

**Businesses/ manufacturing / developers / small, medium or large enterprises**

**Employees:** e.g. Council staff for an internal activity, other statutory or voluntary sector employees, local businesses and services

\*Note that the boxes will expand as required

### Guidance: What to include in assessing a Protected Characteristic e.g. AGE

Please tick (✓)  
the relevant box:

**Positive**

**Neutral**

**Negative**

**Overall impact:** In this section you will need to consider and note what impact your activity will have on individuals and groups (including staff) with protected characteristics based on the data and information you have. You should note whether this is a positive, neutral or negative impact.

**It is essential that you note all negative impacts. This will demonstrate that you have paid 'due regard' to the Public Sector Equality Duty (<https://www.gov.uk/government/publications/public-sector-equality-duty>) if your activity is challenged under the Equality Act.**

\*Note that the boxes will expand as required

**Evidence:** In this section you will need to document the evidence that you have used to assess the impact of your activity.

When assessing the impact, please consider and note how your activity contributes to the three aims of the Public Sector Equality Duty (PSED) as stated in the section above.

It is essential that you note the full impact of your activity, so you can demonstrate that you have fully considered the equality implications and have paid 'due regard' to the PSED should the Council be challenged.

- If you have identified a **positive impact**, please note this.
- If you think there is a **neutral impact** or the impact is not known, please provide a full reason why this is the case.
- If you have identified a **negative impact**, please note what steps you will take to mitigate this impact. If you are unable to take any mitigating steps, please provide a full reason why. All negative impacts that have mitigating actions must be recorded in the **Action Plan**.
- **Please ensure that appropriate consultation with affected parties has been undertaken and evidenced**

**Sources used:** In this section you should list all sources of the evidence you used to assess the impact of your activity. This can include:

- Service specific data, benchmarking with other organisations, national best practice
- Population, demographic and socio-economic data. Suggested sources include:
  - o Service user monitoring data that your service collects
  - o [www.essexinsight.org.uk](http://www.essexinsight.org.uk)
  - o [Office for National Statistics \(ONS\)](https://www.ons.gov.uk)

If you do not have any relevant data, please provide the reason why.

\*Note that the boxes will expand as required

### Guidance: What to include in assessing Health & Wellbeing Impact:

Please tick (✓) all the relevant boxes that apply:

**Positive**

**Neutral**

**Negative**

**Overall impact:** In this section you will need to consider and note whether the proposal could have an overall impact on, or implications for, people's health and wellbeing or any factors which determine people's health.

How will the activity help address inequalities in health?

Include here a brief outline of what could be done to enhance the positive impacts and, where possible, mitigate for the negative impacts.

\*Note that the boxes will expand as required

**Do you consider that a more in-depth HIA is required as a result of this brief assessment?** Please tick (✓) the relevant box

Yes ☐ No ☐

**Evidence:** In this section you will need to outline in more detail how you came to your conclusions above:

- What is the nature of the impact?
- Is the impact **positive** or **negative**? It is possible for an activity to have **both positive and negative impacts**. Consider here whether people will be able to access the service being offered; improve or maintain healthy lifestyles; improve their opportunities for employment/income; whether and how it will affect the environment in which they live (housing, access to parks & green space); what the impact on the family, social support and community networks might be
- What can be done to mitigate the negative impacts and/or enhance the positive impacts?
- If you think there is a **neutral impact**, or the impact is not known, please provide a brief reason why this is the case.
- What is the likelihood of the impact? Will the impact(s) be in weeks, months or years? In some cases the short-term risks to health may be worth the longer term benefits.
- Will the proposal affect different groups of people in different ways? A proposal that is likely to benefit one section of the community may not benefit others and could lead to inequalities in health.

**Please use the Health & Wellbeing Impact Tool in Appendix 2 as a guide/checklist to assess the potential wider determinants of health impacts.**

This tool will help guide your thinking as to what factors affect people's health and wellbeing, such as social support, their housing conditions, access to transport, employment, education, crime and disorder and environmental factors. It is not an exhaustive list, merely a tool to guide your assessment; there may be other factors specific to your activity.

Some questions you may wish to ask include:

- Will the activity impact on people's ability to socialise, potentially leading to social isolation?
- Will the activity affect a person's income and/or have an effect on their housing status?
- Is the activity likely to cause the recipient of a service more or less stress?
- Will any change in the service take into account different needs, such as those with learning difficulties?
- Will the activity affect the health and wellbeing of persons not directly related to the service/activity, such as carers, family members, other residents living nearby?
- If there is a short-term negative effect, what will be done to minimise the impact as much as possible?
- Are the longer-term impacts positive or negative? What will be done to either promote the positive effects or minimise the negative effects?
- Do the longer term positive outcomes outweigh the short term impacts?

\*Note that the boxes will expand as required

**Sources used:** In this section you should list all sources of the evidence you used to assess the impact of your activity. This could include, e.g.:

Information on the population affected

- Routinely collected local statistics (e.g. quality of life, health status, unemployment, crime, air quality, educational attainment, transport etc.)
- Local research/ Surveys of local conditions
- Community profiles i.e. Uttlesford JSNA

Wider Evidence

- Published Research, including evidence about similar proposals implemented elsewhere (e.g. Case Studies).
- Predictions from local or national models
- Locally commissioned research by statutory/voluntary/private organisations

Expert Opinion

- Views of residents and professionals with local knowledge and insight

\*Note that the boxes will expand as required

## Guidance: Outcome of the Assessment

On reflection, what is your overall assessment of the activity?

The purpose of conducting this assessment is to offer an opportunity to think, reflect and **improve** the proposed activity. It will make sure that the Council can evidence that it has considered its due regard to equality and health & wellbeing to its best ability.

It is not expected that all proposals will be immediately without negative impacts! However, where these arise, what actions can be taken to mitigate against potential negative effects, or further promote the positive impacts?

Please tick one of the 3 boxes in this section to indicate whether you think:

1. all equality and health impacts are adequately addressed in the activity – proceed with your activity pending all other relevant approval processes
2. The assessment identified some negative impacts which could be addressed – please complete the Action Plan in Section 4.
3. If the assessment reveals some significant concerns, this is the time to stop and re-think, making sure that we spend our Council resources wisely and fairly. There is no shame in stopping a proposal.

\*Note that the boxes will expand as required

### Guidance: Action Plan

For each protected characteristic/health & wellbeing impact where an impact on people or their lives has been identified, complete one row of the action plan. You can add as many further rows as required.

State whether the impact is Positive or Negative

Briefly outline the actions that can be taken to mitigate against the negative impact or further enhance a positive impact. These actions could be to make changes to the activity itself (service, proposal, strategy etc.) or to make contingencies/alterations in the setting/environment where the activity will take place.

For example, might staff need additional training in communicating effectively with people with learning difficulties, if a new service is opened specifically targeting those people? Is access to the service fair and equitable? What will the impact on other service users be? How can we ensure equity of access to the service by all users? Will any signage need changing? Does the building where the service being delivered comply with disability regulations?

### Guidance: Review

Changes happen all the time. A service/strategy/policy/activity that is appropriate at one time, may no longer be appropriate as the environment around us changes. This may be changes in our population, growth and makeup, legislative changes, environmental changes or socio-political changes.

Although we can't predict what's going to happen in the future, a review is recommended to ensure that what we are delivering as a Council is still the best use of our limited resources. The timescale for review will be dependent on the scale of the activity.

A major financial investment may require a review every 2-3 years for a large scale regeneration project over 10-15 years.

A small policy change may require a review in 6 months to assess whether there are any unintended outcomes of such a change.

Please indicate here how frequently it is expected to review your activity and a brief justification as to why this timescale is recommended.

### Guidance: Key Contacts

For further advice or information contact your Divisional Equality Lead Officer

Division/Services	Head of Division/Services	Tel.No.

## Appendix 2. Health & Wellbeing Impact Tool

Will the activity/service/policy/procedure affect any of the following characteristics? Please tick/check the boxes below

The following are a range of considerations that might help you to complete the assessment.

Lifestyle	YES <input type="checkbox"/> NO <input type="checkbox"/>	Personal circumstances	YES <input type="checkbox"/> NO <input type="checkbox"/>	Access to services/facilities/amenities	YES <input type="checkbox"/> NO <input type="checkbox"/>
<input type="checkbox"/> Diet <input type="checkbox"/> Exercise and physical activity <input type="checkbox"/> Smoking <input type="checkbox"/> Exposure to passive smoking <input type="checkbox"/> Alcohol intake <input type="checkbox"/> Dependency on prescription drugs <input type="checkbox"/> Illicit drug and substance use <input type="checkbox"/> Risky Sexual behaviour <input type="checkbox"/> Other health-related behaviours, such as tooth-brushing, bathing, and wound care		<input type="checkbox"/> Structure and cohesion of family unit <input type="checkbox"/> Parenting <input type="checkbox"/> Childhood development <input type="checkbox"/> Life skills <input type="checkbox"/> Personal safety <input type="checkbox"/> Employment status <input type="checkbox"/> Working conditions <input type="checkbox"/> Level of income, including benefits <input type="checkbox"/> Level of disposable income <input type="checkbox"/> Housing tenure <input type="checkbox"/> Housing conditions <input type="checkbox"/> Educational attainment <input type="checkbox"/> Skills levels including literacy and numeracy		<input type="checkbox"/> to Employment opportunities <input type="checkbox"/> to Workplaces <input type="checkbox"/> to Housing <input type="checkbox"/> to Shops (to supply basic needs) <input type="checkbox"/> to Community facilities <input type="checkbox"/> to Public transport <input type="checkbox"/> to Education <input type="checkbox"/> to Training and skills development <input type="checkbox"/> to Healthcare <input type="checkbox"/> to Social services <input type="checkbox"/> to Childcare <input type="checkbox"/> to Respite care <input type="checkbox"/> to Leisure and recreation services and facilities	
<b>Social Factors</b> YES <input type="checkbox"/> NO <input type="checkbox"/>		<b>Economic Factors</b> YES <input type="checkbox"/> NO <input type="checkbox"/>		<b>Environmental Factors</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
<input type="checkbox"/> Social contact <input type="checkbox"/> Social support <input type="checkbox"/> Neighbourliness <input type="checkbox"/> Participation in the community <input type="checkbox"/> Membership of community groups <input type="checkbox"/> Reputation of community/area <input type="checkbox"/> Participation in public affairs <input type="checkbox"/> Level of crime and disorder <input type="checkbox"/> Fear of crime and disorder <input type="checkbox"/> Level of antisocial behaviour <input type="checkbox"/> Fear of antisocial behaviour <input type="checkbox"/> Discrimination <input type="checkbox"/> Fear of discrimination <input type="checkbox"/> Public safety measures <input type="checkbox"/> Road safety measures		<input type="checkbox"/> Creation of wealth <input type="checkbox"/> Distribution of wealth <input type="checkbox"/> Retention of wealth in local area/economy <input type="checkbox"/> Distribution of income <input type="checkbox"/> Business activity <input type="checkbox"/> Job creation <input type="checkbox"/> Availability of employment opportunities <input type="checkbox"/> Quality of employment opportunities <input type="checkbox"/> Availability of education opportunities <input type="checkbox"/> Quality of education opportunities <input type="checkbox"/> Availability of training and skills development opportunities <input type="checkbox"/> Quality of training and skills development opportunities <input type="checkbox"/> Technological development <input type="checkbox"/> Amount of traffic congestion		<input type="checkbox"/> Air quality <input type="checkbox"/> Water quality <input type="checkbox"/> Soil quality/Level of contamination/Odour <input type="checkbox"/> Noise levels <input type="checkbox"/> Vibration <input type="checkbox"/> Hazards <input type="checkbox"/> Land use <input type="checkbox"/> Natural habitats <input type="checkbox"/> Biodiversity <input type="checkbox"/> Landscape, including green and open spaces <input type="checkbox"/> Townscape, including civic areas and public realm <input type="checkbox"/> Use/consumption of natural resources <input type="checkbox"/> Energy use: CO2/other greenhouse gas emissions <input type="checkbox"/> Solid waste management <input type="checkbox"/> Public transport infrastructure	

**Committee:** Cabinet

**Date:** 29 March 2022

**Title:** Stebbing Neighbourhood Plan

**Portfolio Holder:** Cllr John Evans, Portfolio Holder for Planning and the Local Plan

**Report Author:** Demetria Macdonald  
[dmacdonald@uttlesford.gov.uk](mailto:dmacdonald@uttlesford.gov.uk)

**Key decision:** No

---

## Summary

1. The Stebbing Neighbourhood Plan has been successful at examination. The Examiner's Report (Appendix 1) received on 11 February 2022 recommends that the Stebbing Neighbourhood Plan proceed to referendum subject to recommended modifications being made to the Plan. The recommended modifications are summarised in Appendix 2.

## Recommendations

2. That Cabinet accepts the Independent Examiner's recommended modifications to the Stebbing Neighbourhood Plan in full as set out in the Schedule at Appendix 2 and notes the recommendation that the amended Stebbing Neighbourhood Plan should proceed to a Referendum of voters within the Parish of Stebbing to establish whether the plan should form part of the Development Plan for Uttlesford District Council.
3. That the Cabinet approves the holding of a referendum relating to the Stebbing Neighbourhood Plan and, that it will include all the registered electors in Stebbing Parish.

## Financial Implications

4. The referendum will initially be funded by Uttlesford District Council at a cost of £7,670.52 for the examination. After the referendum UDC will be able to claim £20,000 funding from the Department for Levelling Up, Housing and Communities which will cover the cost of the examination and the referendum.

## Background Papers

5. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.
6. None

## Impact

- 7.

Communication/Consultation	The plan has undergone significant community involvement in its preparation.
Community Safety	The plan deals with community safety and will have a generally positive effect on residents' health and wellbeing through its objectives and policies.
Equalities	The Plan aims to meet the needs of all residents in the Parish. The Examiner considered this Basic Condition and concluded that the Plan does not breach and is otherwise compatible with EU obligations and human rights requirements.
Health and Safety	The Plan and policies promote the health and well-being of the residents.
Human Rights/Legal Implications	This matter has been considered by the Examiner and he has considered this Basic Condition and concludes that the NDP does not breach and is otherwise compatible with EU obligations and human rights requirements.
Sustainability	The plan deals with sustainability of villages and the Examiner has confirmed the sustainability of this Plan.
Ward-specific impacts	Stebbing
Workforce/Workplace	None

## Situation

8. The Stebbing Neighbourhood Plan was submitted for examination commencing 22 November 2021 following a six-week consultation period and a further two weeks to give all interested parties an opportunity to consider whether the new NPPF July 2021, published by the Government a day after the consultation period had started, had any implications for the Plan (See Appendix 3 for a reference copy of the original Regulation 16 Submission Neighbourhood Plan without the modifications made). The examination was conducted via written representations (the examiner decided that a public hearing would not be required). The examiner's report, detailing recommendations was received on 11 February 2022. (See Appendix 1).
9. Planning legislation states that once a local planning authority has been issued with an examiner's report, then it must consider the recommendations and issue a Decision Statement within 5 weeks of receiving the Examiner's Report. The planning officers are satisfied that the plan meets basic conditions subject to modifications and should proceed to Referendum and the voting area should be the designated Stebbing Neighbourhood area. If the authority is satisfied with the examiner's recommendations then specified modifications should be made before the Plan proceeds to referendum.

10. The examiner's recommended modifications are minor, and these have been discussed and agreed with the Stebbing Neighbourhood Plan Steering Group. Subject to these modifications the Neighbourhood Plan meets the basic conditions and other statutory requirements and can proceed to a referendum within the neighbourhood plan area.
11. The next steps will involve the Council publishing information and giving at least 28 days' notice of the referendum (not including weekends or bank holidays). It is therefore anticipated that a referendum could be held as soon as practicable. If more than half of the people who vote in the referendum, vote in favour of the Plan then the Council must adopt the Neighbourhood Plan, it then becomes part of the Council's development plan.

## Risk Analysis

19.

Risk	Likelihood	Impact	Mitigating actions
3. The modifications should only be disregarded if the Plan does not meet the basic conditions. If the Council do not support the Plan to referendum then the Council must have sound reasons for doing so and open itself to legal challenge.	1. Officers are satisfied that the Examiner's recommendations are reasonable and that plan as modified meets the Basic Conditions.	2. The Council does not follow the regulations set out in Neighbourhood Plan legislation.	The Neighbourhood Plan regulations have been followed and Officers are in agreement with the Examiner's recommendations.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

Uttlesford District Council

# **Stebbing Neighbourhood Development Plan 2019-2033**

## **Independent Examiner's Report**

By Ann Skippers BSc (Hons) MRTPI FHEA FRSA AoU

11 February 2022

<b>Contents</b>		
	<b>Summary</b>	<b>3</b>
<b>1.0</b>	<b>Introduction</b>	<b>4</b>
<b>2.0</b>	<b>The role of the independent examiner</b>	<b>4</b>
<b>3.0</b>	<b>The examination process</b>	<b>6</b>
<b>4.0</b>	<b>Neighbourhood plan preparation</b>	<b>7</b>
<b>5.0</b>	<b>Compliance with matters other than the basic conditions</b>	<b>8</b>
<b>6.0</b>	<b>The basic conditions</b>	<b>9</b>
	<i>National policy and advice</i>	9
	<i>Sustainable development</i>	10
	<i>The development plan</i>	11
	<i>Retained European Union (EU) obligations</i>	12
	<i>European Convention on Human Rights (ECHR)</i>	14
<b>7.0</b>	<b>Detailed comments on the Plan and its policies</b>	<b>15</b>
	Chapter 1 Introduction, Policy Context, Core Objectives and Vision	15
	Chapter 2 Context – Setting the Scene	16
	Chapter 3 Consultation	17
	Chapter 4 Heritage and Conservation (Policy STEB1)	17
	Chapter 5 Landscape, the Countryside and the Natural Environment (Policies STEB2, STEB3, STEB4, STEB5, STEB6, STEB7, STEB8)	19
	Chapter 6 Housing and Design (Policies STEB9, STEB10, STEB11, STEB12, STEB13, STEB14)	28
	Chapter 7 The Economy (Policies STEB15, STEB16, STEB17, STEB18)	34
	Chapter 8 Community and Wellbeing (Policies STEB19, STEB20, STEB21)	36
	Chapter 9 Transport (Policy STEB22)	38
	Chapter 10 Housing Allocations (Policies STEB H1, H2, H3, H4, H5, H6)	39
	Chapter 11 The Policies Map and Schedule of Neighbourhood Plan Policies	43
	Chapter 12 Projects	43
	Chapter 13 Implementation, Monitoring and Review	44
	Appendices	44
<b>8.0</b>	<b>Conclusions and recommendations</b>	<b>45</b>
	<b>Appendix 1 List of key documents</b>	<b>46</b>

## Summary

I have been appointed as the independent examiner of the Stebbing Neighbourhood Development Plan.

Stebbing is a dispersed Parish consisting of a number of small built-up areas along the line of Stebbing Brook set in undulating countryside. The village of Stebbing has a Conservation Area and boasts 152 listed buildings including the unusual Church of St Mary the Virgin, which is Grade I listed. This tranquil, rural and historic setting contrasts with the village's location only a few miles from Cambridge, Chelmsford and Stansted Airport. It has a primary school, pub and village shop supporting the population of around 1300 according to the Census 2011.

The Plan contains a number of policies covering a variety of topics from design, views and Local Green Spaces. It includes six site allocations. Many of the policies seek to add local detail to local planning authority level policies or cover issues which are particularly pertinent to the Parish, but would not be included in a local plan. The Plan is accompanied by an extensive evidence base which is a good resource and all the supporting documents are clear and easy to read.

It has been necessary to recommend some modifications. In the main these are intended to ensure the Plan is clear and precise and provides a practical framework for decision-making as required by national policy and guidance. These do not significantly or substantially alter the overall nature of the Plan.

Subject to those modifications, I have concluded that the Plan does meet the basic conditions and all the other requirements I am obliged to examine. I am therefore pleased to recommend to Uttlesford District Council that the Stebbing Neighbourhood Development Plan can go forward to a referendum.

In considering whether the referendum area should be extended beyond the Neighbourhood Plan area I see no reason to alter or extend this area for the purpose of holding a referendum.

Ann Skippers MRTPI  
Ann Skippers Planning  
11 February 2022



## 1.0 Introduction

This is the report of the independent examiner into the Stebbing Neighbourhood Development Plan (the Plan).

The Localism Act 2011 provides a welcome opportunity for communities to shape the future of the places where they live and work and to deliver the sustainable development they need. One way of achieving this is through the production of a neighbourhood plan.

I have been appointed by Uttlesford District Council (UDC) with the agreement of the Parish Council, to undertake this independent examination.

I am independent of the qualifying body and the local authority. I have no interest in any land that may be affected by the Plan. I am a chartered town planner with over thirty years experience in planning and have worked in the public, private and academic sectors and am an experienced examiner of neighbourhood plans. I therefore have the appropriate qualifications and professional experience to carry out this independent examination.

## 2.0 The role of the independent examiner

The examiner must assess whether a neighbourhood plan meets the basic conditions and other matters set out in paragraph 8 of Schedule 4B of the Town and Country Planning Act 1990 (as amended).

The basic conditions<sup>1</sup> are:

- Having regard to national policies and advice contained in guidance issued by the Secretary of State, it is appropriate to make the neighbourhood plan
- The making of the neighbourhood plan contributes to the achievement of sustainable development
- The making of the neighbourhood plan is in general conformity with the strategic policies contained in the development plan for the area
- The making of the neighbourhood plan does not breach, and is otherwise compatible with, retained European Union (EU) obligations<sup>2</sup>
- Prescribed conditions are met in relation to the neighbourhood plan and prescribed matters have been complied with in connection with the proposal for the neighbourhood plan.

---

<sup>1</sup> Set out in paragraph 8 (2) of Schedule 4B of the Town and Country Planning Act 1990 (as amended)

<sup>2</sup> Substituted by the Environmental Assessments and Miscellaneous Planning (Amendment) (EU Exit) Regulations 2018/1232 which came into force on 31 December 2020

Regulations 32 and 33 of the Neighbourhood Planning (General) Regulations 2012 (as amended) set out two additional basic conditions to those set out in primary legislation and referred to in the paragraph above. Only one is applicable to neighbourhood plans and was brought into effect on 28 December 2018.<sup>3</sup> It states that:

- The making of the neighbourhood development plan does not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017.

The examiner is also required to check<sup>4</sup> whether the neighbourhood plan:

- Has been prepared and submitted for examination by a qualifying body
- Has been prepared for an area that has been properly designated for such plan preparation
- Meets the requirements to i) specify the period to which it has effect; ii) not include provision about excluded development; and iii) not relate to more than one neighbourhood area and that
- Its policies relate to the development and use of land for a designated neighbourhood area.

I must also consider whether the draft neighbourhood plan is compatible with Convention rights.<sup>5</sup>

The examiner must then make one of the following recommendations:

- The neighbourhood plan can proceed to a referendum on the basis it meets all the necessary legal requirements
- The neighbourhood plan can proceed to a referendum subject to modifications or
- The neighbourhood plan should not proceed to a referendum on the basis it does not meet the necessary legal requirements.

If the plan can proceed to a referendum with or without modifications, the examiner must also consider whether the referendum area should be extended beyond the neighbourhood plan area to which it relates.

If the plan goes forward to referendum and more than 50% of those voting vote in favour of the plan then it is made by the relevant local authority, in this case UDC. The plan then becomes part of the 'development plan' for the area and a statutory consideration in guiding future development and in the determination of planning applications within the plan area.

---

<sup>3</sup> Conservation of Habitats and Species and Planning (Various Amendments) (England and Wales) Regulations 2018

<sup>4</sup> Set out in sections 38A and 38B of the Planning and Compulsory Purchase Act 2004 as amended by the Localism Act

<sup>5</sup> The combined effect of the Town and Country Planning Act Schedule 4B para 8(6) and para 10 (3)(b) and the Human Rights Act 1998

### 3.0 The examination process

I have set out my remit in the previous section. It is useful to bear in mind that the examiner's role is limited to testing whether or not the submitted neighbourhood plan meets the basic conditions and other matters set out in paragraph 8 of Schedule 4B to the Town and Country Planning Act 1990 (as amended).<sup>6</sup>

Planning Practice Guidance (PPG) confirms that the examiner is not testing the soundness of a neighbourhood plan or examining other material considerations.<sup>7</sup> Often representations suggest amendments to policies or additional policies. Where I find that policies do meet the basic conditions, it is not necessary for me to consider if further amendments or additions are required.

PPG<sup>8</sup> explains that it is expected that the examination will not include a public hearing. Rather the examiner should reach a view by considering written representations. Where an examiner considers it necessary to ensure adequate examination of an issue or to ensure a person has a fair chance to put a case, then a hearing must be held.<sup>9</sup>

After consideration of all the documentation, I decided that it was not necessary to hold a hearing.

In 2018, the Neighbourhood Planning Independent Examiner Referral Service (NPIERS) published guidance to service users and examiners. Amongst other matters, the guidance indicates that the qualifying body will normally be given an opportunity to comment upon any representations made by other parties at the Regulation 16 consultation stage should they wish to do so. There is no obligation for a qualifying body to make any comments; it is only if they wish to do so. The Parish Council chose to make some comments and I have taken these into account.

The Government published a new National Planning Policy Framework (NPPF) on 20 July 2021, a day after the six week period of Regulation 16 stage consultation had started. Given that the NPPF is a key document issued by the Secretary of State against which the Plan is examined, the consultation period was extended for a short period to give all interested parties, UDC and the Parish Council an opportunity to consider whether the new NPPF had any implications for the Plan.

I am very grateful to everyone for ensuring that the examination has run so smoothly and in particular Demetria Macdonald at UDC.

I made an unaccompanied site visit to familiarise myself with the Plan area on 22 January 2022.

---

<sup>6</sup> PPG para 055 ref id 41-055-20180222

<sup>7</sup> Ibid

<sup>8</sup> Ibid para 056 ref id 41-056-20180222

<sup>9</sup> Ibid

Where modifications are recommended they appear in **bold text**. Where I have suggested specific changes to the wording of the policies or new wording these appear in ***bold italics***.

Given that the Plan refers to the NPPF in places, these references will need to be updated to refer to the more recent NPPF. I have made modifications to address this where I can, but it would be useful to make sure all references have been picked up.

As a result of some modifications consequential amendments may be required. These can include changing section headings, amending the contents page, renumbering paragraphs or pages, ensuring that supporting appendices and other documents align with the final version of the Plan and so on.

I regard these as primarily matters of final presentation and do not specifically refer to such modifications, but have an expectation that a common sense approach will be taken and any such necessary editing will be carried out and the Plan's presentation made consistent.

- **Update any references to the NPPF throughout the Plan including its appendices as necessary**

## 4.0 Neighbourhood plan preparation

A Consultation Statement has been submitted. It meets the requirements of Regulation 15(2) of the Neighbourhood Planning (General) Regulations 2012.

Work began on the Plan in 2016. A Steering Group was established consisting of both residents and Parish Councillors. An initial questionnaire was launched in July 2016 with just three questions to kickstart the engagement process. Contact was made with local groups and organisations as well as local businesses who were approached with a dedicated questionnaire.

Regular meetings of the Steering Group took place throughout the process and minutes taken with regular reports to the Parish Council. A dedicated website was set up as well as a Facebook page, regular newsletters and articles in the Parish magazine.

In April 2017, a detailed and comprehensive questionnaire was hand delivered to residents and businesses and collected by hand. Publicity banners were used to advertise this stage and a launch event held. An enviable response rate of over 95% was secured.

A drop-in exhibition was held to feedback the results of the questionnaire in July 2017.

A fourth public event/exhibition was held in December 2017 to outline draft policy ideas.

A further questionnaire focusing on a proposed green wedge and Local Green Spaces was undertaken in December 2017.

Pre-submission (Regulation 14) consultation took place between 1 October – 7 December 2020. This was launched on social media and advertised in the Parish magazine delivered to every household. Online and paper copies were available.

Submission (Regulation 16) consultation was carried out between 19 July – 28 September 2021. This included a further two week period to give all interested parties an opportunity to consider whether the new NPPF, published by the Government a day after the consultation period had started, had any implications for the Plan.

A total of 20 representations were received. Whilst I make reference to some responses and not others, I have considered all of the representations and taken them into account in preparing my report.

## **5.0 Compliance with matters other than the basic conditions**

I now check the various matters set out in section 2.0 of this report.

### **Qualifying body**

Stebbing Parish Council is the qualifying body able to lead preparation of a neighbourhood plan. This requirement is satisfactorily met.

### **Plan area**

The Plan area is coterminous with the administrative boundary for the Parish. UDC approved the designation of the area on 8 June 2016. The Plan relates to this area and does not relate to more than one neighbourhood area and therefore complies with these requirements. This is helpfully confirmed in the Basic Conditions Statement. The Plan area is shown on page 5 of the Plan.

### **Plan period**

The Plan period is 2019 – 2033. This is clearly stated on the Plan's front cover, in the Plan itself and confirmed in the Basic Conditions Statement. This requirement is therefore satisfactorily met.

### **Excluded development**

The Plan does not include policies that relate to any of the categories of excluded development and therefore meets this requirement. This is also helpfully confirmed in the Basic Conditions Statement.

## **Development and use of land**

Policies in neighbourhood plans must relate to the development and use of land. Sometimes neighbourhood plans contain aspirational policies or projects that signal the community's priorities for the future of their local area, but are not related to the development and use of land. If I consider a policy or proposal to fall within this category, I will recommend it be clearly differentiated. This is because wider community aspirations than those relating to development and use of land can be included in a neighbourhood plan, but actions dealing with non-land use matters should be clearly identifiable.<sup>10</sup>

In this instance, there is a separate chapter in the Plan which covers non-planning aspirations which ties in with the guidance above and this approach is therefore acceptable.

## **6.0 The basic conditions**

### **Regard to national policy and advice**

The Government revised the National Planning Policy Framework (NPPF) on 20 July 2021. This revised Framework replaces the previous National Planning Policy Framework published in March 2012, revised in July 2018 and updated in February 2019.

The NPPF is the main document that sets out the Government's planning policies for England and how these are expected to be applied.

In particular it explains that the application of the presumption in favour of sustainable development will mean that neighbourhood plans should support the delivery of strategic policies in local plans or spatial development strategies and should shape and direct development outside of these strategic policies.<sup>11</sup>

Non-strategic policies are more detailed for specific areas, neighbourhoods or types of development.<sup>12</sup> They can include allocating sites, the provision of infrastructure and community facilities at a local level, establishing design principles, conserving and enhancing the natural and historic environment as well as set out other development management policies.<sup>13</sup>

---

<sup>10</sup> PPG para 004 ref id 41-004-20190509

<sup>11</sup> NPPF para 13

<sup>12</sup> Ibid para 28

<sup>13</sup> Ibid

The NPPF also makes it clear that neighbourhood plans should not promote less development than that set out in strategic policies or undermine those strategic policies.<sup>14</sup>

The NPPF states that all policies should be underpinned by relevant and up to date evidence; evidence should be adequate and proportionate, focused tightly on supporting and justifying policies and take into account relevant market signals.<sup>15</sup>

Policies should be clearly written and unambiguous so that it is evident how a decision maker should react to development proposals. They should serve a clear purpose and avoid unnecessary duplication of policies that apply to a particular area including those in the NPPF.<sup>16</sup>

On 6 March 2014, the Government published a suite of planning guidance referred to as Planning Practice Guidance (PPG). This is an online resource available at [www.gov.uk/government/collections/planning-practice-guidance](http://www.gov.uk/government/collections/planning-practice-guidance) which is regularly updated. The planning guidance contains a wealth of information relating to neighbourhood planning. I have also had regard to PPG in preparing this report.

PPG indicates that a policy should be clear and unambiguous<sup>17</sup> to enable a decision maker to apply it consistently and with confidence when determining planning applications. The guidance advises that policies should be concise, precise and supported by appropriate evidence, reflecting and responding to both the planning context and the characteristics of the area.<sup>18</sup>

PPG states there is no 'tick box' list of evidence required, but proportionate, robust evidence should support the choices made and the approach taken.<sup>19</sup> It continues that the evidence should be drawn upon to explain succinctly the intention and rationale of the policies.<sup>20</sup>

Whilst this has formed part of my own assessment, the Basic Conditions Statement sets out how the Plan has responded to national policy and guidance. A table<sup>21</sup> sets out how the Plan aligns with the (previous) NPPF.

### **Contribute to the achievement of sustainable development**

A qualifying body must demonstrate how the making of a neighbourhood plan would contribute to the achievement of sustainable development.

The NPPF confirms that the purpose of the planning system is to contribute to the

---

<sup>14</sup> NPPF para 29

<sup>15</sup> Ibid para 31

<sup>16</sup> Ibid para 16

<sup>17</sup> PPG para 041 ref id 41-041-20140306

<sup>18</sup> Ibid

<sup>19</sup> Ibid para 040 ref id 41-040-20160211

<sup>20</sup> Ibid

<sup>21</sup> Basic Conditions Statement Table 2 on page 12

achievement of sustainable development.<sup>22</sup> This means that the planning system has three overarching and interdependent objectives which should be pursued in mutually supportive ways so that opportunities can be taken to secure net gains across each of the different objectives.<sup>23</sup> The three overarching objectives are:<sup>24</sup>

- a) an economic objective – to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places and at the right time to support growth, innovation and improved productivity; and by identifying and coordinating the provision of infrastructure;
- b) a social objective – to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering well-designed, beautiful and safe places, with accessible services and open spaces that reflect current and future needs and support communities’ health, social and cultural well-being; and
- c) an environmental objective – to protect and enhance our natural, built and historic environment; including making effective use of land, improving biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy.

The NPPF confirms that planning policies should play an active role in guiding development towards sustainable solutions, but should take local circumstances into account to reflect the character, needs and opportunities of each area.<sup>25</sup>

Whilst this has formed part of my own assessment, the table in the Basic Conditions Statement cross references how each Plan policy helps to achieve sustainable development as outlined in the (previous) NPPF.<sup>26</sup>

### **General conformity with the strategic policies in the development plan**

The development plan consists of the Uttlesford Local Plan (LP 2005) was adopted on 20 January 2005. UDC has helpfully provided a list of the LP 2005 policies which are considered to be strategic.

A Compatibility Assessment was also adopted by UDC in September 2012 for development management purposes which considered the compatibility of the LP 2005 with the NPPF published in 2012. By coincidence I carried out that assessment on behalf of UDC. I have also referred to this document in making my assessment of the relevance of the policies in the LP 2005, but have considered the more recently published NPPF.

---

<sup>22</sup> NPPF para 7

<sup>23</sup> Ibid para 8

<sup>24</sup> Ibid

<sup>25</sup> Ibid para 9

<sup>26</sup> Basic Conditions Statement unnumbered Table on page 21

Where I do not refer to any LP 2005 policies in my discussion of each Plan policy, I have concluded that there are none of direct relevance; either because they are not regarded as strategic by UDC or because their level of compatibility with the most recent NPPF means that the NPPF gives guidance as to the stance the Plan should take.

In addition the UDC website cites two changes since adoption; the first is that some boundary changes have been made to conservation areas; the second is that an amendment to parking standards has been made in 2009.

The Essex Minerals Local Plan 2014 and the Essex and Southend-on-Sea Waste Local Plan 2017 also make up the current development plan for the area.

Whilst this has formed part of my own assessment, Table 3 in the Basic Conditions Statement refers to the relevant LP policies.<sup>27</sup>

### ***Emerging Local Plan***

The draft Uttlesford Local Plan 2019 was withdrawn by Councillors and it was agreed to start work on a new plan at an extraordinary council meeting on 30 April 2020. This decision was taken in response to the Inspector's letter of 10 January 2020 and the independent Peer Review report from the East of England Local Government Association of 23 March 2020.

In March 2020, the Government announced that all authorities will be required to have an up to date Local Plan in place by December 2023. Work has begun on the new Local Plan, but is at an early stage at the time of writing.

There is no legal requirement to examine the Plan against emerging policy. However, PPG<sup>28</sup> advises that the reasoning and evidence informing the Local Plan process may be relevant to the consideration of the basic conditions against which the Plan is tested.

Furthermore Parish Councils and local planning authorities should aim to agree the relationship between policies in the emerging neighbourhood plan, the emerging Local Plan and the adopted development plan with appropriate regard to national policy and guidance.<sup>29</sup>

### **Retained European Union Obligations**

A neighbourhood plan must be compatible with retained European Union (EU) obligations. A number of retained EU obligations may be of relevance for these purposes including those obligations in respect of Strategic Environmental Assessment, Environmental Impact Assessment, Habitats, Wild Birds, Waste, Air Quality and Water matters.

---

<sup>27</sup> Basic Conditions Statement Table 3 on page 16

<sup>28</sup> PPG para 009 ref id 41-009-20190509

<sup>29</sup> Ibid

With reference to Strategic Environmental Assessment (SEA) requirements, PPG<sup>30</sup> confirms that it is the responsibility of the local planning authority, in this case UDC, to ensure that all the regulations appropriate to the nature and scope of the draft neighbourhood plan have been met. It states that it is UDC who must decide whether the draft plan is compatible with relevant retained EU obligations when it takes the decision on whether the plan should proceed to referendum and when it takes the decision on whether or not to make the plan.

### ***Strategic Environmental Assessment and Habitats Regulations Assessment***

The provisions of the Environmental Assessment of Plans and Programmes Regulations 2004 (the 'SEA Regulations') concerning the assessment of the effects of certain plans and programmes on the environment are relevant. The purpose of the SEA Regulations, which transposed into domestic law Directive 2001/42/EC ('SEA Directive'), are to provide a high level of protection of the environment by incorporating environmental considerations into the process of preparing plans and programmes.

The provisions of the Conservation of Habitats and Species Regulations 2017 (the 'Habitats Regulations'), which transposed into domestic law Directive 92/43/EEC (the 'Habitats Directive'), are also of relevance to this examination.

Regulation 63 of the Habitats Regulations requires a Habitats Regulations Assessment (HRA) to be undertaken to determine whether a plan is likely to have a significant effect on a European site, either alone or in combination with other plans or projects. The HRA assessment determines whether the Plan is likely to have significant effects on a European site considering the potential effects both of the Plan itself and in combination with other plans or projects. Where the potential for likely significant effects cannot be excluded, an appropriate assessment of the implications of the Plan for that European Site, in view of the Site's conservation objectives, must be carried out.

A Screening Determination Statement of January 2021 has been prepared by UDC. This in turn appends a SEA and HRA Screening Report of 29 September 2020. Although it is titled SEA Screening Determination it also covers HRA matters. Dealing with SEA first, the Screening Determination Statement concludes that the Plan does not require a SEA.

Consultation with the three statutory bodies was undertaken on the Screening Report. All three statutory consultees (Historic England (HE); Natural England (NE) and the Environment Agency (EA) agreed with the conclusions.

I have treated the Screening Report and the Screening Determination Statement to be the statement of reasons that the PPG advises must be prepared and submitted with the neighbourhood plan proposal and made available to the independent examiner where it is determined that the plan is unlikely to have significant environmental effects.<sup>31</sup>

---

<sup>30</sup> PPG para 031 ref id 11-031-20150209

<sup>31</sup> Ibid para 028 ref id 11-028-20150209

Taking account of the characteristics of the Plan, the information put forward and the characteristics of the areas most likely to be affected, I consider that retained EU obligations in respect of SEA have been satisfied.

Turning now to HRA, a HRA Screening of 29 September 2020 has been undertaken by UDC. The nearest European site is the Blackwater Estuary Special Protection Area (SPA) and Ramsar site. A small part of the Plan area falls within the 22km Zone of Influence (Zoi) for this European site. The Zoi was established through work by Essex local planning authorities on the Essex Coast Recreation Disturbance and avoidance Mitigation Strategy (RAMs). The RAMs has been adopted by UDC.

The screening exercise indicated a need for Appropriate Assessment (AA). The AA is dated 29 September 2020 and has been carried out by UDC. The AA concludes that the Plan will have no adverse effects either alone or in combination with other plans and projects; this is based on the RAMs commitments. NE was consulted and agreed with this conclusion.

On 28 December 2018, the basic condition prescribed in Regulation 32 and Schedule 2 (Habitats) of the Neighbourhood Planning (General) Regulations 2012 (as amended) was substituted by a new basic condition brought into force by the Conservation of Habitats and Species and Planning (Various Amendments) (England and Wales) Regulations 2018 which provides that the making of the plan does not breach the requirements of Chapter 8 of Part 6 of the Habitats Regulations.

Given the distance from, the nature and characteristics of the European site and the nature and contents of the Plan, I consider that the prescribed basic condition relating to the Conservation of Habitats and Species Regulations 2017 is complied with.

### ***Conclusion on retained EU obligations***

National guidance establishes that the ultimate responsibility for determining whether a plan meets EU obligations lies with the local planning authority.<sup>32</sup> In undertaking work on SEA and HRA, UDC has considered the compatibility of the Plan in regard to retained EU obligations and does not raise any concerns in this regard.

### **European Convention on Human Rights (ECHR)**

The Basic Conditions Statement contains a short statement in relation to human rights.<sup>33</sup> Having regard to the Basic Conditions Statement, there is nothing in the Plan that leads me to conclude there is any breach or incompatibility with Convention rights.

---

<sup>32</sup> PPG para 031 ref id 11-031-20150209

<sup>33</sup> Basic Conditions Statement page 23

## 7.0 Detailed comments on the Plan and its policies

In this section I consider the Plan and its policies against the basic conditions. As a reminder, where modifications are recommended they appear in **bold text** and where I suggest specific changes to the wording of the policies or new wording these appear in ***bold italics***.

The Plan is presented to a high standard and contains 28 policies. It has photographs throughout the Plan which give it a distinctive flavour. Policies are clearly identifiable. The Plan starts with a helpful and comprehensive contents section. A foreword from the Chair of the Parish Council then follows.

### Chapter 1: introduction, Policy Context, Core Objectives and Vision

This section sets out the background to, and context for, the Plan, including the planning policy context at District level. It refers to setting up of the Steering Group leading on the Plan's preparation and the engagement carried out, usefully signposting further documents for more detail.

I note there are various references to the proposed West of Braintree Garden Community (WoBGC). Whilst I appreciate that the proposed development was a key factor in the local community pursuing a neighbourhood plan, it is now the case that the Garden Community is no longer a proposal which affects the Plan area given the withdrawal of the draft Uttlesford Local Plan 2019 in 2020 which I referred to earlier in my report. I do consider it would be useful to retain some information about the context for the Plan given its importance to the local community. However, thereafter I consider references to the WoBGC should be removed from the Plan to avoid confusion and help with clarity. I therefore make a single modification to delete all references, direct and indirect from the Plan to the WoBGC. It may well be that this modification results in consequential amendments throughout the Plan and I consider these to be minor editing matters.

The Plan's vision is:

- In 2033, Stebbing will be a vibrant rural parish, with a strong sense of community, which has protected and enhanced its distinctive village, surrounding hamlets, ancient woodlands and agricultural character.
- Stebbing will be a parish which is proud to have retained, and be known for, its historical character, wealth of heritage assets and beautiful, tranquil landscape offering an abundance of open views and wildlife habitats.
- Housing development will be in keeping with the character of the Parish, positively contributing to its immediate surroundings

- Housing development will place particular emphasis on organic growth through small developments and affordable properties.
- Transport, telecommunications and social facilities will have been improved and be more widely available for all residents, young and old.

The vision is supported by 14 core objectives. All the objectives are articulated well, relate to the development and use of land and will help to deliver the vision. However, one refers to ad hoc future strategic development and I consider, in the interests of clarity, some revision to this objective is necessary.

The chapter explains that each section of the Plan covers a different topic. Planning policies are in blue boxes and non-planning aspirations clearly identified at the end of each topic chapter.

Some natural updating needs to be done in the light of the new NPPF published in July 2019 as I have previously mentioned.

There is one correction; the date of designation of the Plan area is 8 June 2016.

- **Delete all references, direct and indirect to the West of Braintree Garden Community in the Plan and on any maps contained in the Plan with the exception of paragraphs 1.3, 1.4 and 1.5 on page 4 of the Plan**
- **Delete the words “...from any future ad-hoc major strategic development proposals” from core objective iv.**
- **Update references to the NPPF as needed (including paragraphs 1.6, 1.7, 1.9, 1.11 and 1.23)**
- **Correct “6<sup>th</sup> June 2016” in paragraph 1.19 on page 9 of the Plan to “8<sup>th</sup> June 2016”**

## Chapter 2: Context – Setting the Scene

This chapter of the Plan describes the Parish and its characteristics.

There is one typo to correct and there are two paragraphs numbered 2.14.

- **Correct “Appendix B” in paragraph 2.9 on page 18 of the Plan to “Appendix B”**
- **Check paragraph numbers run consecutively and make any necessary changes**

### Chapter 3: Consultation

This section summarises how the Plan has been produced and the key issues highlighted by the local community.

### Chapter 4: Heritage and Conservation

#### Policy STEB1: Respecting Stebbing's Heritage – Design and Character

The supporting text gives a flavour of the richness of the heritage of the village and wider Parish. There are 152 listed buildings including the Grade I, Church of the Virgin Mary and three Scheduled Monuments. The village of Stebbing is a Conservation Area (CA).

Two independent studies were commissioned to support the Plan; a Heritage Assessment prepared by Grover Lewis Associates and a Landscape Sensitivity and Capacity Appraisal prepared by the Landscape Partnership.

The NPPF is clear that heritage assets are an irreplaceable resource and should be conserved in a manner appropriate to their significance.<sup>34</sup> In relation to designated heritage assets such as listed buildings or CAs, it continues<sup>35</sup> that great weight should be given to the assets' conservation when considering the impact of development on the significance of the asset.

In relation to non-designated heritage assets, the NPPF is clear that the effect of any development on its significance should be taken into account and that a balanced judgment will be needed having regard to the scale of any harm or loss and the significance of the heritage asset.<sup>36</sup>

Non-designated heritage assets are buildings, monuments, sites, places, areas or landscapes which have heritage significance, but do not meet the criteria for designated heritage assets.

This policy seeks to ensure that this rich heritage is recognised. It covers a number of different aspects. The first element of the policy seeks to ensure development preserves and positively contributes to Stebbing's character. This is a high bar to set; higher than the statutory protection for CAs for example and so a modification is made to make the policy more flexible and to have regard to national policy and guidance.

---

<sup>34</sup> NPPF para 189

<sup>35</sup> Ibid para 199

<sup>36</sup> Ibid para 203

The first bullet point refers to the Stebbing CA and the Stebbing Green Character Area. The latter is a proposed designation in the Plan.

This proposed designation is supported by the Heritage Assessment which describes the historic character of Stebbing Green as “...remarkably unspoiled giving the...listed buildings considerable group value”.<sup>37</sup> It continues that the “...special historic character of Stebbing Green with its distinctive openness is worthy of designation as a conservation area”.<sup>38</sup> Whilst this latter point is not for now, this does illustrate the distinct character and qualities of Stebbing Green. The intactness of the buildings set in large plots and fronting a wide verge of former common land is also a point referred to in the Landscape Sensitivity and Capacity Appraisal. I saw the looseness of Stebbing Green with the brook, open grass verges with dwellings set back for myself at my visit. I consider it is worthy of such a designation and that the area defined on Map 17 is logical and appropriate.

The policy should be clear that it designates the area. Whilst the policy does not differentiate between the Stebbing CA and the new Stebbing Green Character Area, this is appropriate given the wording of the criterion. There is an additional correction to make in relation to the Map number.

The second bullet point relates to development outside the CA.

The third bullet point refers to all types of heritage assets and cross-references Appendix B of the Plan. This contains details of both designated and non-designated assets. The criterion refers to setting and with some modification to remove duplication and enhance clarity, it is appropriate. A modification is also made to add some words to Appendix B is made to ensure that the appendix is future proofed.

The last criterion refers to trees and hedgerows. This has regard to the NPPF’s emphasis on trees in particular.<sup>39</sup>

With these modifications, the policy will have regard to the NPPF, be in general conformity with LP 2005 Policy ENV1 and help to achieve sustainable development thereby meeting the basic conditions.

- **Add the words “, *whenever possible*,” before “...contribute positively...” in the first sentence of the policy**
- **Amend the first bullet point to read: “In the *Stebbing* Conservation Area and the *Stebbing* Green Character Area, as *designated by this policy and* shown on the Policies Map (Map 17), by recognising...”**
- **Amend the third bullet point to read: “Where they conserve or enhance and are sympathetic to the *heritage* asset (as listed in Appendix B) and its setting,**

---

<sup>37</sup> Heritage Assessment page 46

<sup>38</sup> Ibid

<sup>39</sup> NPPF paras 131, 174

as well as *its wider context and location* within the historic core of the *village*.”

- Add a sentence to Appendix B that reads: *“The information in this appendix is correct at the time of writing the Plan. Up to date information on heritage assets should always be sought from Historic England or other reliable sources of information.”*

## Chapter 5: Landscape, the Countryside and the Natural Environment

Some natural updating is needed to the NPPF references.

- Update the reference to the NPPF in paragraph 5.11 on page 41 of the Plan

## Policy STEB2: Green Infrastructure and Development

This policy seeks to conserve and enhance green infrastructure. It is widely recognised that this can provide a network of multi-functional green and blue spaces alongside other natural features that delivers a variety of benefits including health and wellbeing as well as environmental.

The NPPF indicates that policies should aim to achieve healthy, inclusive and safe places and that this includes the provision of safe and accessible green infrastructure.<sup>40</sup> In addition, the NPPF recognises that green infrastructure can help with planning for climate change.<sup>41</sup>

The policy is a local expression of this and goes further in referring to net gains for biodiversity,<sup>42</sup> recognising the role of Sustainable Urban Drainage Systems (SuDs)<sup>43</sup> and the importance of networks amongst other things. It is flexibly worded.

A representation has suggested adding specific reference to equestrians in this policy and in others in the Plan. My understanding is that there are four types of right of ways, known collectively as highways, which have different access rights. For example footpaths can be used for walking, running, mobility scooters and powered wheelchairs; bridleways for the same uses as footpaths but with the addition of horse riding and bicycles. Therefore the references in the Plan to public rights of way include by default bridleways. However, there is no harm in specifically referring to equestrians to make this clear and to be inclusive.

---

<sup>40</sup> NPPF para 92

<sup>41</sup> Ibid paras 153, 154

<sup>42</sup> Ibid para 174

<sup>43</sup> Ibid paras 167, 169

The policy meets the basic conditions by having regard to the NPPF and helping to achieve sustainable development.

- **Change the phrase in bullet point two of the policy to read: “Improve the connectivity between wildlife areas and green spaces through green corridors and/or improvements to the Public Rights of Way, and cycle, *footpath and equestrian networks.*”**

### **Policy STEB3: Identified Woodland Sites and Wildlife Sites**

The NPPF is clear that policies should contribute to and enhance the natural and local environment through protection in line with their statutory status or identified quality of the area concerned and by recognising the intrinsic character and beauty of the countryside.<sup>44</sup> It specifically refers to the importance of trees and woodland.<sup>45</sup> With regard to ancient woodland, the NPPF resists its loss or deterioration unless there are wholly exceptional reasons.<sup>46</sup>

This policy seeks to protect ancient woodlands, important woodlands and local wildlife sites of high biodiversity value. The areas are shown on Map 6.

I consider the policy has regard to the NPPF through its identification of valued and important woodlands in the Plan area alongside the local wildlife sites and its stance on protection and enhancement. It is in general conformity with LP 2005 Policy ENV7 and will help to achieve sustainable development, particularly its environmental objective. The policy is clearly worded and links to Map 6. It therefore meets the basic conditions and no modifications to it are recommended.

### **Policy STEB4: Local Green Space**

Eight areas of Local Green Space (LGS) are proposed. These are shown on Map 9 on page 46 of the Plan and then individually on the pages after.

The NPPF explains that LGSs are green areas of particular importance to local communities.<sup>47</sup>

The designation of LGSs should be consistent with the local planning of sustainable development and complement investment in sufficient homes, jobs and other essential services.<sup>48</sup> It is only possible to designate LGSs when a plan is prepared or updated and

---

<sup>44</sup> NPPF para 174

<sup>45</sup> Ibid

<sup>46</sup> Ibid para 180

<sup>47</sup> Ibid para 101

<sup>48</sup> Ibid

LGSs should be capable of enduring beyond the end of the plan period.<sup>49</sup>

The NPPF sets out three criteria for green spaces.<sup>50</sup> These are that the green space should be in reasonably close proximity to the community it serves, be demonstrably special to the local community and hold a particular local significance and be local in character and not be an extensive tract of land. Further guidance about LGSs is given in PPG.

I saw each of the proposed spaces at my site visit.

1. **Mill Lane Recreational Ground and Cricket Field.** This forms part of a larger area identified in the Conservation Area Appraisal and Management Proposals document as an important open space in the Stebbing CA. It is valued for its historic importance and recreational use. The area is used for various village events. It is a well-defined area with a cricket pavilion and children's play area.
2. **Alcott Field** (Recreational Area and Football Field) is valued for its recreational facilities and function.
3. **Pulford Field** (Recreational Area and Football Field) is valued for its recreation opportunities, especially football.
4. **Village Allotments** (The Potton Memorial Allotment) is valued for the opportunity to grow fruit and vegetables and has a waiting list.
5. **Field opposite Stebbing Primary School** is valued for its historic importance and is popular with walkers who enjoy the views across the site. It is adjacent to the Mill Lane Recreation Ground and Cricket Field, but lies mainly outside the CA with only a small element falling within the CA. I note that the Heritage Assessment considers the space to form part of the setting of the CA and that its parkland character contributes to its significance indicating it is "...clearly part of the historic Stebbing Park".<sup>51</sup> It is contiguous with the Mill Lane Recreational Ground and Cricket Field.
6. **Field opposite The Downs** is enjoyed for the views by walkers and other recreational users as well as its historic importance. I saw at my visit the site affords views.
7. **The Wildflower Meadow, Stebbing Green** (Daphne Rogowski Bequest) is an open space for residents to enjoy. It is particularly valued for its tranquility and managed as a flower meadow and used as an outdoor education nature area.
8. **Field at Bran End** is used for informal recreation by local residents as there is a public right of way (PROW) crossing the site and it is valued for its wildlife.

---

<sup>49</sup> NPPF para 101

<sup>50</sup> Ibid para 102

<sup>51</sup> Heritage Assessment page 53

In my view, all but one of the proposed LGSs meet the criteria in the NPPF satisfactorily.

The space which I consider does not satisfactorily meet the criteria at this point in time is the Field at Bran End. This has been a difficult and finely balanced judgment to make and one I have carefully considered.

I have reached this conclusion because although one of the reasons the space has been put forward is informal recreation, the representation on behalf of the landowner is clear there is no permission for such a use. The PROW that runs across the site will not be affected one way or the other by whether or not the space is designated as a LGS and so the space can be continued to be enjoyed on this basis.

The second reason why the space has been put forward is the richness of species and wildlife. Various species of plants, butterflies and birds have been recorded on the site and entered into a national database. For their part, the landowner has submitted an ecology report. This is a desk-based study. It concludes that the southern part of the site is likely to be of significant ecological value, but that the northern part of the site (incidentally where the landowner is seeking to develop) is likely to be more constrained.

Given the status of LGSs, it is essential that plan-makers can clearly demonstrate that the requirements of the NPPF are met. Whilst I consider this matter to be finely balanced, in light of the objection and information submitted by the landowner, I consider that insufficient evidence has been submitted to satisfactorily support the designation at the present time. This is not to say the site is not suitable for designation, simply that there is insufficient and compelling evidence before me now.

I have also considered whether part of the site could be designated through a modification. The southern part of the site does, to my mind, meet the threshold for LGS designation. However, it would be difficult to define a boundary with any certainty and this would not have been subject to any consultation.

A modification is therefore made to delete the Field at Bran End from Policy STEB4.

In line with PPG advice,<sup>52</sup> I have also considered whether there would be any additional benefit in designating Mill Lane Recreational Ground and Cricket Field as a LGS given it falls within the Stebbing CA. I consider there is benefit because the LGS designation demonstrates the particular value this space has for the local community and offers a different type of protection.

All the retained LGSs are demonstrably important to the local community, are capable of enduring beyond the Plan period, meet the criteria in paragraph 102 of the NPPF and their designation is consistent with the local planning of sustainable development and investment in sufficient homes, jobs and other essential services given the housing figures for this local area and other policies in the development plan and this Plan.

---

<sup>52</sup> PPG para 011 ref id 37-011-20140306

Turning now to the wording of the policy, the NPPF indicates that policies for managing development within a LGS should be consistent with those for Green Belts. Following a Court of Appeal case with regard to the lawfulness of a LGS policy in a neighbourhood plan (*Lochailort Investments Limited v. Mendip District Council and Norton St Philip Parish Council*, [2020] EWCA Civ 1259), I consider it necessary to delete any wording that sets out how development proposals should be managed. The restrictions on development with regard to LGS designation will continue to apply through the NPPF. This will ensure that policies for managing development within a LGS are consistent with those for Green Belts. This approach helps to ensure that the policy meets the basic conditions and is lawful.

The plans shown in the LGS: Policy STEB3 Assessment document for the Mill Lane Recreational Ground and Cricket Field and Alcott Field differ from those in the Plan itself for the Mill Lane Recreation Ground and Cricket Field, Alcott Field. It should be noted that it is the areas shown in the Plan which will be the designated areas.

Minor modifications are made to the policy and the supporting text to update the references to the more recently published NPPF.

Subject to the above modifications, Policy STEB4 has regard to national policy, contributes towards sustainable development, particularly the environmental objective and is in general conformity with strategic policy thereby meeting the basic conditions.

- Delete h) Field at Bran End from Policy STEB4, delete any references to this space from the Plan and the inset map on page 48 and the designation shown on the Policies Map
- Delete the last paragraph of the policy which begins “Development proposals which would result in the loss...” from the policy
- Change the reference to “...paragraphs 99-101...” in the policy to “...paragraphs 101 – 103... “
- Change the reference to “...paragraphs 99-101...” and “...paragraph 100...” in paragraph 5.12 on page 41 of the Plan to ““...paragraphs 101 – 103... “ and “...paragraph 102...” respectively and correct a typo in the same paragraph; “isignificance” should be “significance”

#### Policy STEB5: Protection of Green Wedge

The Plan explains that land between Stebbing Green and Boxted Wood was identified through work on the independently produced Landscape Appraisal as important to protect the openness and setting and character of Stebbing Green, a hamlet, and the setting of Boxted Wood, an ancient woodland. There would also be some benefit for areas identified in the Historic Environmental Record.

The NPPF requires the planning system to contribute and enhance the natural and local environment including protecting and enhancing valued landscapes and recognition of the intrinsic character and beauty of the countryside.<sup>53</sup>

The NPPF resists development resulting in the loss or deterioration of irreplaceable habitats such as ancient woodlands unless there are wholly exceptional reasons and suitable compensation exists.<sup>54</sup>

The area is shown on Map 6 on page 34 of the Plan. It has been reduced in size on the advice of UDC from that recommended in the Landscape Appraisal.

I saw at my visit that this area is distinguishable from surrounding land and the remainder of the Parish and I consider that the area has been appropriately designated. It is supported by both the independent Landscape Appraisal which emphasised the importance of the setting of Stebbing Green noting the open, arable valley side and the setting of Boxted Wood, an ancient wood and Heritage Assessment which considers the setting of Stebbing Green and its distinctive character.

UDC and others have raised concern over the need for this policy. Some have indicated that the policy was predicated on the WoBGC proposal which now no longer applies to the Plan area. I can understand these concerns; it seems to me that the principal rationale for the policy during the early stages of plan-making was likely to be the proposed WoBGC. I note, for example, that the Landscape Appraisal refers to the separation between the settlements and the proposed WoBGC; this ties up with the sense that the policy was first predicated because of the proposal WoBGC. However, given that the proposed WoBGC now no longer applies to the Plan area, the policy cannot be said to be thwarting the planning or delivery of major strategic development that no longer applies.

The strategic context in the future is not for me to speculate on at this point in time; whilst the garden community development may still be on the table from some points of view, it is not in any plan which I need to take account of in this examination.

In addition I am referred to the other policies of the LP 2005 which protect the countryside as being sufficient for such protection and there is a view that Policy STEB5 will be more restrictive than those LP 2005 policies.

However, green wedges, green buffers or areas of special local landscape character are a common designation in neighbourhood plans. Such designations recognise local landscape character and the importance of individual settlement identities as well as often being used as an anti-coalescence tool. They are designated at the neighbourhood level scale as non-strategic policies and are unlikely to appear in Local Plans which tend to deal with larger areas of more strategic importance. It will supplement and complement LP 2005 policies insofar as they are applicable.

---

<sup>53</sup> NPPF para 174

<sup>54</sup> Ibid para 180

It is not of an area that would be regarded as strategic in nature in itself nor is the policy trying to shape strategic policy at District level as the direction of that is at an early stage.

So whilst this policy may have started off life as a local response to the proposed WoBGC, that is not now its purpose. It cannot be an anti-coalescence policy as, as one representation points out, there is nothing to coalesce with. I consider the policy, with some modifications, does have validity both in landscape and heritage terms and that it has been justified sufficiently for the reasons discussed above.

Turning now to the wording of the policy, I consider it should be amended to reflect the nature of the green wedge and to remove what might be regarded as controversial or prejudged outcomes. This will mean that it does not prevent development per se, but seeks to ensure any development within this area is appropriate given the qualities and function of the identified area.

The supporting text refers to the land being retained in agricultural use. Whilst this might be the most likely scenario, there is little justification for such a statement. Therefore a modification is made to remove this from the supporting text.

With these modifications, the policy will take account of the NPPF's stance on contributing to and enhancing the natural and local environment and recognising the intrinsic character and beauty of the countryside.<sup>55</sup> It will be in general conformity with the LP 2005, and be a local expression of particularly Policy S7 and help to achieve sustainable development.

▪ **Revise the policy to read:**

**"The area between Stebbing Green, New Pastures Lane, Boxted Wood and the Braintree District Council boundary, as shown on Map 6 and the Policies Map (Map 17), is designated as a Green Wedge. *Any development within the Green Wedge should respect the open and undeveloped nature of the open valley side to preserve or enhance the setting and distinctive character and appearance and individual identities of the Stebbing Green Character Area, Boxted Wood, the listed heritage assets and Historic Environmental Record sites.***

***Development proposals will only be supported in the Green Wedge if they are accompanied by a Landscape and Visual Impact Assessment and a Heritage Impact Assessment that demonstrate:***

- ***how the predominant open nature of the landscape is retained;***
- ***that there is no harm to the setting of Stebbing Green***
- ***there is no loss or deterioration of Boxted Wood unless there are wholly exceptional reasons and suitable compensation exists as described in the NPPF; and***

---

<sup>55</sup> NPPF para 174

- that there is no harm to *heritage assets*.”
- Remove the words “...to be retained in use as agricultural land...” from criterion ii. in paragraph 5.16 on page 49 of the Plan

### Policy STEB6: Protected Open Gaps

The Plan identifies two open gaps between Bran End and Church End and Stebbing village. These are shown as “important open gaps” on Map 17 on page 81 of the Plan. It would be helpful to have consistency of terminology to avoid any issues arising in the future about clarity. Modifications are made in the interests of clarity to address this point.

Work carried out for the Landscape Appraisal identifies that one of the proposed gaps provides a break between Bran End and Stebbing and that the other provides an important break in settlement between Church End and the High Street.

I saw at my site visit that the separate identities of these three areas is important and I consider that the important open gaps are needed to ensure that the setting and individual characters of the three areas are respected.

The policy is clearly worded; it does not prevent development per se but requires any development proposals to demonstrate how the open nature of the important open gaps are retained and how each individual area’s character, setting and identity is protected.

With these modifications, I consider the policy will meet the basic conditions as it has regard to the NPPF and its emphasis on an understanding and evaluation of each area’s defining characteristics and special qualities as well as a reflection of local aspirations.<sup>56</sup> It is in general conformity with LP 2005 policies adding local detail and will help to achieve sustainable development.

- Change the title of the policy from “Protected Open Gaps” to “*Important Open Gaps*”
- Add the word “*Important*” before “...Open Gaps if they are accompanied...” in the second sentence of the policy
- Change the words “...Protected Open Gaps...” to “...*Important Open Gaps*...” in paragraph 5.2 on page 31 of the Plan

<sup>56</sup> NPPF para 127

### **Policy STEB7: Important and Protected Views**

This policy identifies 13 key views which are important to defining and reinforcing the sense of place and local distinctiveness.

These are shown on Map 8 on page 45 of the Plan and supported by evidence in the Landscape Appraisal. I am satisfied, based on the evidence provided and my site visit, that the views selected are appropriate given the character and setting of the Parish.

The wording of the policy does not prevent any development per se, but rather seeks to ensure that development does not have a detrimental impact on the views. I consider this to be an appropriate and sufficiently flexible approach.

The policy has regard to national policy and guidance by recognising the intrinsic character and beauty of the countryside and promoting and ensuring any development is sympathetic to local character including landscape settings,<sup>57</sup> is in general conformity with, and add a local layer of detail to LP 2005 and help to achieve sustainable development. It therefore meets the basic conditions and no modifications are recommended.

### **Policy STEB8: Blackwater Estuary SPA and Ramsar site/Essex Coast Recreational disturbance Avoidance and Mitigation Strategy (Essex Coast RAMs)**

The Plan explains that a small area of the Plan area, shown on Figure 4 on page 51 of the Plan, falls within the Zone of Influence (ZOI) for the Blackwater Estuary SPA and Ramsar site and Essex Estuaries SAC.

Local planning authorities in the Greater Essex area undertook work on a Recreational disturbance Avoidance and Mitigation Strategy (RAMs) to address the impact of increased recreational disturbance arising from new housing on Habitats sites. The RAMs provides a mechanism for Local Planning Authorities to comply with their responsibilities to protect habitats and species in accordance with the Conservation of Habitats and Species Regulations 2017.

The Essex Coast RAMs Supplementary Planning Document was adopted by UDC on 9 September 2020.

The policy is a safeguarding measure in case any windfall development comes forward. NE has suggested a modification to the policy because the RAMs has now been adopted. I agree this would help with clarity and note the Parish Council are also content with this modification. Subject to this modification, the policy will meet the basic conditions.

---

<sup>57</sup> NPPF para 174

- **Reword the policy to read:**

***“Proposals for new dwellings within the zone of influence of the Blackwater Estuary SPA and Ramsar site will be subject to a financial contribution towards avoidance and mitigation measures as specified in the adopted Essex RAMs Supplementary Planning Document, to ensure the development will have no adverse effect on the integrity of the European site.”***

## Chapter 6: Housing and Design

There is some updating in the supporting text to reflect the latest NPPF.

- **Update the reference to “...paragraph 66...” of the NPPF in paragraph 6.3 on page 53 of the Plan to “...paragraph 67...”**

## Policy STEB9: Design Principles and Location of New Development

The NPPF states that good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities.<sup>58</sup>

It continues that neighbourhood plans can play an important role in identifying the special qualities of an area and explaining how this should be reflected in development.<sup>59</sup>

It refers to design guides and codes to help provide a framework for creating beautiful and distinctive places with a consistent and high quality standard of design.<sup>60</sup>

It continues that planning policies should ensure developments function well and add to the overall quality of the area, are visually attractive, are sympathetic to local character and history whilst not preventing change or innovation, establish or maintain a strong sense of place and optimise site potential.<sup>61</sup>

Policy STEB9 is a long policy covering a variety of issues.

Taking each in turn, the first part of the policy deals with development within the defined development limit, infill sites and allocated sites.

---

<sup>58</sup> NPPF para 126

<sup>59</sup> Ibid para 127

<sup>60</sup> Ibid para 128

<sup>61</sup> Ibid para 130

Two issues arise; the first is that development is only supported if it makes a positive contribution to character. This is a high bar and one which is more onerous than that covering development in Conservation Areas. A modification is therefore made to ensure the policy meets the basic conditions, particularly the achievement of sustainable development.

The second issue is that the reference to Building for Life 12 should be updated to reflect the most recent design tool which was updated in 2020.

I turn now to the second element of the policy which covers development in the countryside. This in turn refers to LP 2005 Policy S7. LP 2005 Policy S7 refers to development in the countryside. I find LP 2005 Policy S7 to only be partially consistent with the more recent NPPF which takes a more flexible approach. Policy STEB9 itself recognises it builds upon LP 2005 Policy S7 which remains one of UDC's strategic policies. For these reasons I consider the reference to LP 2005 Policy S7 to be acceptable.

Policy STEB9 provides a list of types of development which will be acceptable in principle in this location. The NPPF also refers to the development and diversification of agricultural and other land-based rural businesses as well as sustainable tourism and leisure developments and the retention and development of accessible local services and community facilities which does not appear to be included in the list.<sup>62</sup> A modification is therefore made to ensure the policy has regard to the NPPF by the inclusion of these other categories of development.

Another criterion refers to the proviso in the NPPF on isolated homes in the countryside. This needs an update to refer to the more recent NPPF and to reflect the language in that NPPF.

Finally, the last criterion requires an update to the more recent NPPF.

With these modifications, the policy will have regard to the NPPF's stance on supporting a prosperous rural economy and achieving well-designed places, be in general conformity with, and updates, LP 2005 Policies S7 insofar as it remains relevant and GEN2 and help to achieve sustainable development.

- **Change criterion b) of paragraph 1 of the policy to read: "*they respect and preserve the existing character of the village and local area or make a positive contribution...*" [retain as existing to end of criterion]**
- **Update the reference "*Building for Life 12*" in paragraph 1 of the policy to "*Building for a Healthy Life (BHL)*"**
- **Add three new criteria to paragraph 2 of the policy that read:**

---

<sup>62</sup> NPPF para 84

- ***“ The development and diversification of agricultural and other land-based rural businesses;***
  - ***Sustainable rural tourism and leisure developments which respect the character of the countryside;***
  - ***Accessible local services and facilities”***
- **Update criterion seven in part 2 of the policy to read: “Construction of new houses of exceptional *quality* meeting the criteria set in paragraph 80e) of the NPPF;”**
  - **Change “...NPPF 2019.” in the last criterion of part 2 in the policy to “...NPPF 2021.”**

### Policy STEB10: Meeting Local Needs

The NPPF is clear that the Government’s objective of significantly boosting the supply of housing should be supported and that the needs of groups with specific housing requirements are addressed.<sup>63</sup> Within this context, the size, type and tenure of housing needed for different groups in the community should be addressed and reflected in planning policies.<sup>64</sup> This includes the provision of affordable housing, housing suitable for families or older people and those wishing to build their own homes.<sup>65</sup>

Nationally, PPG states that the need to provide housing for older people is critical and offering a choice of accommodation to suit changing needs can help independent living for longer.<sup>66</sup> In addition, UDC’s Housing Strategy indicates that the District has an ageing population which is also predicted to increase. The Rural Community Profile prepared by the RCCE also shows a higher than the England average percentage of people over 65 in the Parish.

The Plan refers to the now withdrawn local plan which set out a housing mix across the District based on UDC’s Strategic Housing Market Assessment (SHMA).

Policy STEB10 sets out a requirement for any new housing development over two units to include a mix of housing to reflect local needs. It offers particular support to low cost market housing and homes suitable for young families or older people. The supporting text refers to support for First Homes.

There is no apparent rationale for the two unit threshold in the policy, but given that the Plan’s vision supports small developments subject to a modification referring to viability, this is an appropriate approach.

<sup>63</sup> NPPF para 60

<sup>64</sup> Ibid para 62

<sup>65</sup> Ibid

<sup>66</sup> PPG para 001 ref id 63-001-20190626

UDC has suggested an amendment to the wording and this has been accepted by the Parish Council. I consider this would align with the language used in the NPPF.

The policy also refers to the Building Regulations Part M4 standards. The Government introduced national technical standards for housing in 2015. A WMS<sup>67</sup> explains that neighbourhood plans should not set out any additional local technical standards or requirements relating to the construction, internal layout or performance of new dwellings; instead these must be contained in local plans. However, I do not read the Plan as seeking to set any standards, but simply to refer to the types of housing sought. This also aligns with UDC's Housing Strategy which refers to these standards. In this particular scenario then, this element of the policy is acceptable.

With these modifications, I consider the policy will meet the basic conditions; it will have regard to the NPPF in particular by seeking to boost the supply of housing needed for different groups in the community, it will help to achieve sustainable development and especially its social objective of ensuring a sufficient number and range of homes are provided to meet the needs of present and future generations and be in general conformity with the LP 2005.

- **Add a new sentence at the end of the policy that reads: “*Development schemes will be considered on a site by site basis and take account of the latest available evidence and market conditions.*”**
- **Replace the phrase “low cost market housing” in the policy with “discounted market housing”**

### **Policy STEB11: Affordable Homes**

The Plan refers to the now withdrawn ULP which set out the percentage of affordable housing required based on UDC's SHMA. I note that UDC's Housing Strategy requires 40% affordable housing provision on market-led sites.

Policy STEB11 therefore sets out a requirement in line with the most up to date UDC policy and discourages off-site contributions because this is regarded as not benefitting the local Plan area. This has regard to the NPPF which indicates that affordable housing is expected to be provided on-site unless off-site provision or appropriate contribution in lieu can be robustly justified and the agreed approach contributes to the objective of creating mixed and balanced communities.<sup>68</sup>

The threshold set out in the policy does not reflect the threshold set out in the NPPF. Major development is defined in the NPPF's glossary as 10 or more houses. It also includes a reference to site size which should also be incorporated into the policy. A modification is therefore made in this respect.

<sup>67</sup> Written Ministerial Statement 25 March 2015

<sup>68</sup> NPPF para 63

With this modification, the policy will have regard to the NPPF by seeking to boost the supply of housing needed for different groups in the community, it will help to achieve sustainable development and especially its social objective of ensuring a sufficient number and range of homes are provided to meet the needs of present and future generations and be in general conformity with LP 2005 Policy H9 insofar as it remains relevant.

- **Change the second sentence in the first paragraph of the policy to read: “This requires development on sites of 10 dwellings or more or on sites of 0.5 hectare or more to provide...” [retain as existing to end]**

## **Policy STEB12: Sustainable Design and Construction**

This policy refers to sustainable design and construction techniques including energy efficiency, Passivhaus standards, waste generation and disposal and water consumption.

The NPPF supports meeting the challenge of climate change and supports a transition to a low carbon future.<sup>69</sup> However, it indicates that any local requirements for the sustainability of buildings should reflect the Government’s policy for national technical standards.<sup>70</sup>

The Government introduced national technical standards for housing in 2015. A Written Ministerial Statement (WMS)<sup>71</sup> explains that neighbourhood plans should not set out any additional local technical standards or requirements relating to the construction, internal layout or performance of new dwellings. The WMS also states that neighbourhood plans should not be used to apply the national technical standard. This is echoed in PPG.<sup>72</sup> The policy applies to all new development not just housing.

This policy seeks the incorporation of sustainability measures and whilst it is worded loosely rather than prescriptively, I consider it should only apply to non-residential development because of the Government’s stated position recited above.

With this modification, the policy will meet the basic conditions in that it is a policy which supports measures to help with the resilience of communities to climate change impacts in line with the NPPF,<sup>73</sup> is in general conformity with LP 2005 Policy GEN2 which is partially consistent with the NPPF and will help to achieve sustainable development.

- **Add the words “non-residential” before “...new development...” in the first sentence of the policy**

---

<sup>69</sup> NPPF para 152

<sup>70</sup> Ibid para 154

<sup>71</sup> Written Ministerial Statement 25 March 2015

<sup>72</sup> PPG para 001 ref id 56-001-20150327

<sup>73</sup> NPPF para 153

### Policy STEB13: Managing Flood Risk and Drought Mitigation

This policy seeks to reduce the potential for flooding to occur and to mitigate against drought events. It seeks to achieve this by a number of things including through the provision of Sustainable Drainage Systems (SuDs) and tree planting to reduce run-off. The NPPF is clear that inappropriate development in areas at risk of flooding should be avoided.<sup>74</sup> It continues that development should incorporate SuDs unless there is clear evidence this would be inappropriate.<sup>75</sup> The other measures referred to in the policy will also help to achieve the aims of the NPPF in relation to climate change and flooding.

I consider the policy has regard to the NPPF, is in general conformity with LP 2005 Policy GEN3 which I regard as partially consistent with the more recent NPPF and helps to achieve sustainable development thereby meeting the basic conditions.

There is an update to the supporting text in relation to the most recent NPPF.

- **Change the reference to “...paragraph 178...” of the NPPF in paragraph 6.19 on page 58 of the Plan to “...paragraph 183...”**

### Policy STEB14: Renewable Energy

This policy encourages renewable energy schemes subject to satisfactory impact on the landscape, heritage assets, local residents and natural and biodiversity importance.

The NPPF is clear that the planning system should support the transition to a low carbon future and, amongst other things, support renewable and low carbon energy and associated infrastructure.<sup>76</sup> It encourages plans to take a proactive approach.<sup>77</sup> The NPPF<sup>78</sup> also supports community-led schemes including those taken forward through neighbourhood planning.

The policy is a local expression of the NPPF's drive to meet the challenge of climate change and can be viewed as a positive strategy<sup>79</sup> adding detail at the local level and will help to achieve sustainable development. The policy meets the basic conditions and no modifications are recommended.

---

<sup>74</sup> NPPF para 159

<sup>75</sup> Ibid para 167

<sup>76</sup> Ibid para 152

<sup>77</sup> Ibid paras 153, 155

<sup>78</sup> Ibid para 156

<sup>79</sup> Ibid paras 153, 155

### Policy STEB15: Supporting the Local Economy – Small Scale Employment Space

Policy STEB15 supports Class E uses subject to a number of criteria. The criteria include effect on the local highway network and parking. The policy also covers home working and what is termed larger scale employment space.

The NPPF supports a prosperous rural economy enabling the sustainable growth and expansion of all types of businesses in rural areas as well as the development of local services and community facilities.<sup>80</sup>

In itself the policy supports the economy and takes a common sense approach to commercial, business and service uses given the nature of the Plan area. It also supports home working and given the pandemic and changes to working practices recently seen, this is also appropriate. It therefore seems to me to support the direction of the NPPF and what sustainable development and growth might mean in this Plan area.

Class E covers a wide range of uses including retail, food and drink, fitness, crèches and some uses including industrial processes which can be carried out in a residential area without detriment to its amenity.

I consider the policy needs some reworking to make sure it is clear, to remove ambiguity over what might be permitted in the countryside and close to the settlement boundary or what might be regarded as small-scale or larger scale or conversions and to ensure it is ordered better to help with flow and sense. An addition to the supporting text is also suggested in this regard.

With these modifications, the policy will have regard to the NPPF and help to achieve sustainable development.

- **Revise the policy to read:**

**“Development proposals which provide expanded or new small scale floorspace for Class E commercial, business and service use, will be supported where they will not cause detriment to the amenity of the surrounding area including the *effect of additional traffic on the local highway network*, *satisfactory access and satisfactory parking and servicing provision*.**

***New dwellings are encouraged to provide space and facilities for home working. Extensions to existing dwellings, or conversion of outbuildings or construction of small scale annexes within the curtilage of the dwelling, which provide facilities for home working will be supported provided the proposals***

---

<sup>80</sup> NPPF para 84

are consistent with other relevant policies in this Neighbourhood Plan.”

- Add a new paragraph to the supporting text that reads: *“For the purposes of Policy STEB15, small scale means limited in size and extent. It is not considered appropriate to set thresholds as this may be too restrictive or limit economic development in the area. Small scale not only relates to size, but also to the type and scale of the operation. Proposals will therefore be dealt with on a case by case basis.”*

### Policy STEB16: Communications

Advanced, high quality and reliable communications infrastructure is essential for economic growth and social well-being.<sup>81</sup> The NPPF continues that planning policies should support the expansion of electronic communications networks, including next generation mobile technology (such as 5G) and full fibre broadband connections.<sup>82</sup>

This policy supports such provision. It therefore meets the basic conditions, particularly having regard to the NPPF and helping to achieve sustainable development. No modifications are therefore recommended.

### Policy STEB17: Farm Diversification/Improvement

The NPPF supports the development and diversification of agricultural and other land-based rural businesses.<sup>83</sup>

The Plan recognises the importance of agricultural land in the Parish. The policy supports farm diversification and improvement where this would enhance the farm’s sustainability or employment opportunities subject to their impact on the landscape character and heritage.

The policy meets the basic conditions as it has regard to national policy and will help to achieve sustainable development. No modifications are therefore recommended.

### Policy STEB18: Tourism

The Plan explains the area is popular with walkers, cyclists, horse riders and others who enjoy the countryside. A number of events have been successfully held.

---

<sup>81</sup> NPPF para 114

<sup>82</sup> Ibid

<sup>83</sup> Ibid para 84

This policy supports the development of tourism which is in line with the NPPF which supports sustainable rural tourism and leisure developments which respect the character of the countryside.<sup>84</sup>

The policy meets the basic conditions by having regard to the NPPF and helping to achieve sustainable development. No modifications are therefore recommended.

## **Chapter 8: Community and Well-being**

### **Policy STEB19: Protection and Provision of Open Space, Sports Facilities and Playing Pitches**

Policy STEB19 seeks to protect recreation, sport and play facilities alongside three areas of recreation/sport identified on Map 17 on page 81 of the Plan (which are also proposed LGSs). The policy protects these facilities from any development other than ancillary development or development improving the facility. It also protects public rights of way. Lastly, it requires new development to make appropriate provision in accordance with UDC's requirements.

There is a potential internal conflict with the three areas identified as proposed LGSs. This is because the development permitted on those areas by this policy may conflict with the policy for managing development on LGSs. Therefore given I have found these proposed LGSs do meet the LGS criteria set out in the NPPF,<sup>85</sup> and assuming that is the more important policy for the local community, they should be removed from this policy. This modification will also help with ensuring the policy catches all appropriate facilities now and in the future.

The NPPF supports the retention of sports venues and open spaces amongst other things as part of its support for prosperous rural economies.<sup>86</sup> It supports policies that aim to achieve healthy, inclusive and safe places including sports facilities, allotments and high quality public spaces.<sup>87</sup>

The NPPF specifically refers to open spaces in setting out its social objective in relation to the achievement of sustainable development.<sup>88</sup> It indicates that planning policy should plan positively for the provision of open space, amongst other things, to provide the social, recreational and cultural facilities and services the community needs.<sup>89</sup>

---

<sup>84</sup> NPPF para 84

<sup>85</sup> Ibid paras 101, 102, 103

<sup>86</sup> Ibid para 84

<sup>87</sup> Ibid para 92

<sup>88</sup> Ibid para 8

<sup>89</sup> Ibid para 93

Access to a network of high quality open spaces and opportunities for sport is important for the well-being and health of communities as well as delivering wider benefits for nature and supporting efforts to address climate change.<sup>90</sup>

The NPPF advises that existing open space, sports and recreational buildings and land should not be built on unless the facility is surplus to requirements or they would be replaced by equivalent or better provision or the development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the former or existing use.<sup>91</sup>

Policy STEB19 is therefore more restrictive than national policy and whilst the Plan explains the importance of the facilities to the community, there is little justification for the more restrictive policy in this particular Parish. Therefore a modification is made to ensure the policy has regard to the NPPF.

There is a welcome reference to PROW to include the enhancement of the network. This takes account of the NPPF's stance on PROWs which is to both protect and enhance them.<sup>92</sup>

With these modifications, the policy will meet the basic conditions by having regard to the NPPF and helping to achieve sustainable development.

- **Delete the words “...as shown on the Policies Map (17)...” from the policy**
- **Add a new sentence after the first sentence of the policy that reads: “*Facilities should not be built on unless there is a clear surplus to requirements, the facility would be replaced by an equivalent or better provision in an equally accessible location to the local community or the development is for alternative sports and recreation provision, the benefits of which clearly outweigh the current or previous use.*”**
- **Delete Mill Lane Recreation Ground and Cricket Field, Alcott Field and Pulford Field from the Policies Map [so that this policy does not apply to any areas identified as Local Green Spaces]**

## **Policy STEB20: Protection of Leisure and Community Facilities**

As part of its support for a prosperous rural economy, the NPPF supports the retention and development of accessible local services and community facilities.<sup>93</sup> The NPPF

---

<sup>90</sup> NPPF para 98

<sup>91</sup> Ibid para 99

<sup>92</sup> Ibid para 100

<sup>93</sup> Ibid para 84

promotes the provision of facilities and services that the community needs encouraging planning policies to plan positively for such provision.<sup>94</sup>

This policy seeks to retain local facilities, but sets out criteria where such a loss may be permitted. These include viability, replacement facilities and impact. The policy then supports the provision of new, extended or replacement facilities subject to a number of criteria. These include accessibility, effect on the local highway network and landscape character.

This policy has regard to the NPPF and helps to achieve sustainable development. The policy therefore meets the basic conditions and no modifications are recommended.

### **Policy STEB21: Health and Medical Care**

This policy supports specialist housing and care homes and healthcare facilities, subject to criteria.

The NPPF supports housing for older people including those with support or care needs<sup>95</sup> as well as the provision of health facilities.

The policy has regard to the NPPF will help achieve sustainable development thereby meeting the basic conditions. It is not therefore necessary for me to recommend any modifications.

## **Chapter 9: Transport**

### **Policy STEB22: Promoting Sustainable Transport**

The NPPF is keen to ensure that transport issues are considered from the earliest stages of plan-making so that, amongst other things, opportunities to promote walking, cycling and public transport use are taken.<sup>96</sup>

Policy STEB22 seeks mitigation for any significant traffic impacts that arise from new developments, encourages sustainable transport choices including safe pedestrian routes to key facilities, protects and enhances footpaths, bridleways and byways, encourages electric charging and the provision of cycle storage and refers to the need for travel plans or assessments as appropriate.

---

<sup>94</sup> NPPF para 93

<sup>95</sup> Ibid para 62

<sup>96</sup> Ibid para 104

It seems to me that this policy has particular regard to the NPPF, is in general conformity with LP 2005 Policy GEN1 and will help to achieve sustainable development. It meets the basic conditions and it is not necessary for me to recommend any modifications to it.

## Chapter 10: Housing Allocations

It is useful for me at this juncture to set out the background to the housing context. The Plan explains the now withdrawn draft Local Plan led the Parish Council to ask UDC for an indicative housing figure. This was duly provided by UDC in July 2020 (Appendix C of the Plan) and is 25 dwellings for the period 2019 – 2033. Given extant permissions, the indicative figure has already been met and exceeded.

Despite this position, the Parish Council decided to allocate a number of sites for development.

However, before I consider the sites, I must consider the housing figure. Housing requirement figures for neighbourhood plan areas are not binding as neighbourhood planning groups are not required to plan for housing. However, where an indicative figure is provided, as in this case, PPG advises it will need to be tested at examination.<sup>97</sup>

In this case, there is no up to date strategic housing policy at UDC level as LP 2005 and its Policy H1 covered the period 2000 -2011. UDC withdrew an emerging local plan in 2020 and whilst work is being carried out on a new local plan, it is at an early stage. There is a shortage in housing supply in the District and I cannot see how this will change until a new local plan is in place.

It is therefore important to recognise the contribution that the Plan makes to housing supply. The indicative figure of 25 units has already been exceeded in the early part of the time period for the Plan. Furthermore the Plan has made provision for additional site allocations totaling an additional 20 units.

PPG is clear that neighbourhood planning bodies are encouraged to meet their housing requirement and where possible to exceed it.<sup>98</sup> Where a housing requirement figure is to be exceeded then proactive engagement with the local planning authorities concerned is needed.<sup>99</sup> This is to assess whether the scale of additional housing numbers is in general conformity with strategic policies and whether, for example, the scale of the proposed increase would have a detrimental impact on the strategic spatial strategy, or whether sufficient infrastructure is proposed to support the scale of development and whether it has a realistic prospect of being delivered in accordance

---

<sup>97</sup> PPG para 104 ref id 41-104-20190509

<sup>98</sup> Ibid para 103 ref id 41-103-20190509

<sup>99</sup> Ibid

with development plan policies on viability.<sup>100</sup> UDC has not objected to the strategy put forward in this Plan.

Given this position, I do not consider it necessary to delve deep into the housing figures. I have considered the matter as part of the examination. I conclude that the scale of housing put forward is appropriate at the current time based on the information before me. My reasoning includes the excess over and above the indicative figure provided by UDC during the early part of the Plan period, the additional units supported through the site allocation policies, the evidence available to me at local planning authority level, the other policies in the Plan which do not inhibit windfall development and the lack of objection from UDC.

I now consider the sites. The sites came through two 'calls for sites' issued by UDC in 2015 and 2018, a specific Parish 'Call for Sites' as part of work carried out on this Plan and suggestions put forward by the local community.

PPG is clear that if a neighbourhood plan allocates sites for development, an appraisal of options and an assessment of individual sites against clearly identified criteria should be carried out.<sup>101</sup>

A number of site options were explored using the information in UDC's Strategic Land Availability Assessment (SLAA) and evidence produced for the Plan such as the Landscape Appraisal. The remaining 21 sites were then independently assessed by Urban Vision through the Locality technical support programme.

Although the SLAA has now been withdrawn by UDC, I consider its findings valid at the time the Plan was produced. In any case the independent assessment carried out by Urban Vision is locally specific and remains valid.

Those performing well were subject to liaison with land owners. One site fell outside the process at this point with two others not pursued; one due to heritage considerations, the other as permission was granted for development subject to a S106 agreement.

Six sites were selected and are subject to Policies STEB H1 – H6. Before I look at the site specifics, I now deal with other issues raised through representations.

Representations indicate that neighbourhood plans should wait until strategic policies are in place. PPG is clear that neighbourhood plans can be developed before or at the same time as a local planning authority is producing its local plan.<sup>102</sup> PPG is clear that draft neighbourhood plans are not tested against the policies in an emerging plan, but that the reasoning and evidence behind the local plan process can be of relevance.<sup>103</sup> It gives the example of up to date housing need evidence indicating this is relevant to the

---

<sup>100</sup> PPG para 103 ref id 41-103-20190509

<sup>101</sup> Ibid para 042 ref id 41-042-20170728

<sup>102</sup> Ibid para 009 ref id 411-009-20190509

<sup>103</sup> Ibid

question of whether a housing supply policy contributes to the achievement of sustainable development.<sup>104</sup> Where a neighbourhood plan is brought forward before an up to date local plan is in place, PPG advises that the parties should agree the relationship between the adopted and emerging plans.<sup>105</sup>

It is important to minimise conflicts because any conflict between plans must be resolved in favour of the policy contained in the last document to become part of the development plan.<sup>106</sup>

A representation indicates that the sites are not suitable for development. However, there is nothing before me to confirm this; the sites assessment is a comprehensive document produced by Locality consultants.

Whilst I appreciate the nature of the sites would mean they are all small sites (and therefore fall below the threshold for providing affordable housing for example), the NPPF recognises that small sites can make an important contribution and often are built out relatively quickly<sup>107</sup> and encourages neighbourhood planning groups to allocate such sites.<sup>108</sup>

I have identified that the nature of the Parish is of smaller settlements. The NPPF supports sustainable development in rural areas which would support local services and it specifically recognises that development in a smaller settlement may support services in a nearby village.<sup>109</sup>

Therefore I consider that the selected sites which are the preferred options of the local community and which reflect the Plan's vision do have regard to the NPPF and help to achieve sustainable development.

Other sites have been put forward. This is commonly the case, particularly when there is an absence of an up to date strategy at District level. Both sites are subject to current planning applications and appeals and therefore it is not appropriate or necessary for me to comment on each. In relation to my role, I can only consider whether the policies put forward in the Plan meet the basic conditions. For the reasons discussed in this report, I do not see a need for any further (or alternative) sites to be allocated in the Plan at this point in time.

A representation has also raised concern about infrastructure provision and traffic generation. Given the small scale of each individual site and their characteristics and the totality of the housing numbers put forward in the Plan, I consider that any concerns in this regard can be properly dealt with at the detailed planning stage and there is nothing before me to suggest that individually or cumulatively the proposed site

---

<sup>104</sup> PPG para 009 ref id 411-009-20190509

<sup>105</sup> Ibid

<sup>106</sup> Ibid

<sup>107</sup> NPPF para 69

<sup>108</sup> Ibid para 70

<sup>109</sup> Ibid para 79

allocations would have an adverse impact on the local highway network or local services and infrastructure.

## **Policies STEB H1 – H6**

All the site allocation policies are accompanied by a clear map as well as an indication of the number of dwellings. Each policy contains criteria for appropriate development of the sites concerned.

I saw at my visit that whilst each site falls outside of settlement boundaries, these are out of date because the LP 2005 and its Policy H1 are of some age. As a result, in order to meet current and future housing needs, development will almost inevitably have to take place beyond existing settlement boundaries. Whilst the Plan has not chosen to review these, I am satisfied that all the sites accord with the prevailing linear character and appearance of the settlements and development of them would not intrude into the open countryside. In fact, two of the sites are brownfield in nature or have some development on them. I am also informed<sup>110</sup> that Site H1 now has the benefit of outline planning permission.

In relation to Site H5, a representation expresses concern that it conflicts with one of the identified important open gaps and that the gap should be extended. There is some evidence for this in the Landscape Appraisal which recognises this parcel of land and the surrounds provides a break in the streetscape. The policy is clear that only part of the site is developable and given there are various buildings on the site for its current use, the development of part of the site will not lessen the impact of the identified gap in Policy STEB6.

NE in their representation point out that much of the Plan area falls within a ZOI for Hatfield Forest, a Site of Special Scientific Interest (SSSI) and a National Nature Reserve (NNR). NE explain that Hatfield Forest has experienced rapid and unsustainable growth in visitor numbers over the last 10 – 15 years which is putting it under pressure and there is evidence that the area is being damaged.

A mitigation strategy has been developed by NE and sent to the local planning authorities within the ZOI in June 2021. It does not appear as if this document has been adopted as yet. However, the mitigation strategy takes the form of a package of on-site Strategic Access Management Measures (SAMM) to which new housing development projects contribute.

NE consider that the proposed site allocations present a cumulative risk of harm and that this should be acknowledged in the Plan although NE does not specify how this should be achieved.

---

<sup>110</sup> Through the PC's comments on the Regulation 16 representations

I consider that it would not be helpful or necessary to delay the Plan moving forward until the mitigation strategy has been adopted. I note that the SEA and HRA Screening Report of September 2020 did not identify any likely significant effects on this particular issue. NE did not raise any issue in their reply to that consultation. Looking at it pragmatically, if the sites came forward as planning applications the issue would be dealt with on a case-by-case basis as part of the development management process.

Therefore I propose to recommend a modification to add to each site allocation policy which recognises their location within the ZOI and the need for the issue to be considered in a bespoke way until such time as NE and UDC have a better approach. This will ensure that the Plan can proceed, but that the issue raised by NE can be addressed.

I consider all the sites are appropriately allocated and represent sustainable growth in the Parish. I consider that Policies STEB: H1, H2, H3, H4, H5 and H6 meet the basic conditions by helping to boost the supply of housing thereby having regard to the NPPF and helping to achieve sustainable development.

- **Add a new bullet point to Policies STEB H1 – H6 inclusive that reads: “*The site falls within the Zone of Influence (ZOI) for Hatfield Forest SSSI and NNR. All residential development within the ZOI will need to deliver all measures (including any strategic measures or financial contributions) identified through site specific assessments or otherwise to mitigate any recreational pressure impacts.*”**

## Chapter 11: The Policies Map and Schedule of Neighbourhood Plan Policies

Map 17 on page 81 of the Plan is the Policies Map. I have made some recommendations in respect of the Policies Map earlier in this report. Otherwise it is a useful visual representation of the policies in the Plan.

There is then a table detailing all the policies in the Plan.

## Chapter 12: Projects

This section contains details of projects that are not related to the development and use of land so cannot form part of the planning policies, but nonetheless are important issues which arose during engagement with the local community.

## Chapter 13: Implementation, Monitoring and Review

This section explains that the Plan will be monitored. At present it is not mandatory to monitor or review neighbourhood plans, but I regard this as good practice and therefore welcome this.

Developer contributions are also referred to re the delivery of the Plan. A reference to the NPPF needs updating to the current version.

- **Update the reference to “...paragraph 56...” of the NPPF in paragraph 13.3 on page 84 of the Plan to “...paragraph 57...”**

## Appendices

A number of appendices follow.

Appendix A is a table of relevant strategic policies at UDC level.

Appendix B is a schedule of heritage assets. It would be useful to add a paragraph to direct readers to the most up to date information so this is future proofed.

Appendix C is a letter from UDC outlining the indicative housing requirement.

Appendix D is a glossary and list of abbreviations. References to the NPPF 2019 should be updated to the most recent version of the NPPF. Other updates needed are to the definition of Building for Life and use classes.

Appendix E is a list of and links to evidence documents.

Appendix F is an equality impact statement.

Appendix G is acknowledgements.

- **Add a sentence to Appendix B that reads: “*The information in this appendix is correct at the time of writing the Plan. Up to date information on heritage assets should always be sought from Historic England or other reliable sources of information.*”**
- **Update references to the NPPF in the glossary as necessary including definition for affordable housing, Local Green Space**
- **Update reference to “Building for Life” to “Building for a Healthy Life”**

- **Update reference to A1 and B2 in the definition of Use Classes as both have now been revoked**

## **8.0 Conclusions and recommendations**

I am satisfied that the Stebbing Neighbourhood Development Plan, subject to the modifications I have recommended, meets the basic conditions and the other statutory requirements outlined earlier in this report.

I am therefore pleased to recommend to Uttlesford District Council that, subject to the modifications proposed in this report, the Stebbing Neighbourhood Development Plan can proceed to a referendum.

Following on from that, I am required to consider whether the referendum area should be extended beyond the Neighbourhood Plan area. I see no reason to alter or extend the Plan area for the purpose of holding a referendum and no representations have been made that would lead me to reach a different conclusion.

I therefore consider that the Stebbing Neighbourhood Development Plan should proceed to a referendum based on the Stebbing Neighbourhood Plan area as approved by Uttlesford District Council on 8 June 2016.

*Ann Skippers* MRTPI

Ann Skippers Planning  
11 February 2022

## **Appendix 1 List of key documents specific to this examination**

Stebbing Neighbourhood Development Plan 2019 – 2033 Reg 16 Draft v4b: July 2021

Basic Conditions Statement June 2021

Consultation Statement Regulation 15 undated

Strategic Environmental Assessment (SEA) Screening Determination Statement January 2021 (UDC)

Heritage Assessment relating to the emerging Stebbing Neighbourhood Plan GLA-261-v02 August 2017 (Grover Lewis Associates)

Stebbing Conservation Area Appraisal and Management Proposals March 2010 (UDC)

Housing Strategy 2021 -2026 October 2021 (UDC)

West Essex and East Hertfordshire Strategic Housing Market Assessment July 2017 (Opinion Research Services)

West Essex and East Hertfordshire Strategic Housing Market Assessment Affordable Housing Update July 2017 (Opinion Research Services)

Landscape Character Assessment September 2006 (Chris Blandford Associates)

Landscape Sensitivity and Capacity Appraisal and Appendices March 2017 (The Landscape Partnership)

Stebbing – The Prospect for Survival 1975 (The Stebbing Society)

Housing Needs Survey March 2015 (RCCE)

Local Wildlife Sites (EWT)

Extant planning permissions in Stebbing Parish

Rural Community Profile October 2013 (RCCE)

Local Green Space Designation: Policy STEB3 Assessment (Appendix E: EB17)

Andrew Airsfield information

Stebbing – Site Appraisals April 2019 (Urban Vision Enterprise CIC)

Uttlesford Local Plan adopted January 2005

Essex Design Guide (ECC)

Parking Standards Design and Good Practice September 2009 (ECC and EPOA)

The SuDs Manual (CIRIA)

Other information found on [www.stebbingneighbourhoodplan.co.uk](http://www.stebbingneighbourhoodplan.co.uk)

## APPENDIX 2

### Stebbing Neighbourhood Plan – Schedule of Examiner’s Recommendations

DOCUMENT PAGE/POLICY	EXAMINER’S RECOMMENDATION	EXAMINER’S REASON/S	OFFICER RECOMMENDATION AND REASON
<b>General Recommendation</b>	<ul style="list-style-type: none"> <li>Update any references to the NPPF throughout the Plan including its appendices as necessary</li> </ul>	The Plan was examined against the NPPF 2021 and all reference to national policy should reference the current NPPF published in July 2021.	The NP was written and submitted based on the NPPF 2020 and the NPPF 2021 was published a day after the commencement of the Regulation 16 Consultation. Updating all the references from the previous NPPF to latest is the only way the Neighbourhood Plan can be examined as having regard to both National Policy Planning Framework 2021, as well as regard to guidance issued by the Secretary of State and consequently meet the Basic conditions.
<b>CHAPTER 1: Introduction, Policy Context, Core Objectives and Vision</b>  <b>A. Introduction pg.4: paras 1.3,1.4, 1.5</b>	<ul style="list-style-type: none"> <li>Delete all references, direct and indirect to the West of Braintree Garden Community in the Plan and on any maps contained in the Plan with the exception of paragraphs 1.3, 1.4 and 1.5 on page 4 of the Plan</li> </ul>	Although the West of Braintree Garden Community (WoBGC) was withdrawn some references to the WoBGC should be retained to provide a	The WoBGC might have been a key factor in the early preparation of the Neighbourhood Plan. However, since a Landscape Appraisal established that the

		context for the Plan. Any further references to the WoBGC should be removed from the Plan to avoid confusion and assist with clarity.	land between Stebbing Green and Boxted Wood is important in protecting the openness, setting and character as well as the setting of Boxted Wood, the continued mention of WoBGC in the plan is redundant because this countryside based on its special local landscape character merits designation as a green buffer or green wedge.  Agree with the Examiner that continued reference in the Plan to the withdrawn WoBGC causes confusion as this might appear to be the justification for the Green Wedge Designation.
<b>Chapter 1: Introduction, Policy Context, Core Objectives and Vision: pg. 12</b>  <b>G. Core Objectives: pg.12</b>	<ul style="list-style-type: none"> <li>Delete the words "...from any future ad-hoc major strategic development proposals" from core objective iv.</li> </ul>	All objectives relate to development and use of land and help to deliver the vision, but Core Objective iv refers to ad hoc future strategic development	The deleted phrase does not involve development and use of land and should be deleted.

<p><b>A. Introduction pg.4: para 1.6</b></p> <p><b>B. Policy Context: pg.7 paras 1.7, 1.9, 1.11</b></p> <p><b>E. The making of the Plan: pg.9 para 1.23</b></p>	<ul style="list-style-type: none"> <li>• Update references to the NPPF as needed (including paragraphs 1.6, 1.7, 1.9, 1.11 and 1.23)</li> </ul>	<p>The Plan was examined against the NPPF 2021 and not against the previous NPPF on which the NP was based.</p>	<p>The NP was written and submitted based on the NPPF 2020 and the NPPF 2021 was published a day after the commencement of the Regulation 16 Consultation. Updating all the references from the previous NPPF to latest is the only way the Neighbourhood Plan can be examined as having regard to both National Policy Planning Framework 2021, as well as regard to guidance issued by the Secretary of State and consequently meet the Basic conditions.</p>
<p><b>D. The making of the Plan: pg.9 para 1.19</b></p>	<ul style="list-style-type: none"> <li>• Correct “6th June 2016” in paragraph 1.19 on page 9 of the Plan to “8th June 2016”</li> </ul>	<p>The date of designation of the Plan area is 8 June 2016.</p>	<p>Correct date is 8 June 2016. Important to provide correct date.</p>
<p><b>Stebbing NP:pg 18: para 2.9</b> <u>Chapter 2: Context – Setting the Scene</u></p>	<ul style="list-style-type: none"> <li>• Correct “Apendix B” in paragraph 2.9 on page 18 of the Plan to “<i>Appendix B</i>”</li> </ul>	<p>Wrong spelling of Appendix</p>	<p>This will be a public document and it is important that spellings are correct.</p>
<p><b>Stebbing NP: pg.18 &amp; pg. 21 para 2.14</b> <u>Chapter 2 – Context – Setting the Scene</u></p>	<ul style="list-style-type: none"> <li>• There are two paragraphs numbered 2.14.</li> </ul>	<p>Duplication of paragraph 2.14</p>	<p>Clerical error and duplicate paragraph removed, and numbers corrected to run consecutively.</p>

	<ul style="list-style-type: none"> <li>• Check paragraph numbers run consecutively and make any necessary changes</li> </ul>		
<b>Stebbing Np: pg:30</b> <u>Policy STEB1: Respecting Stebbing's Heritage – Design and Character</u>	<ul style="list-style-type: none"> <li>• Add the words “, <i>whenever possible</i>,” before “...contribute positively...” in the first sentence of the policy</li> </ul>	This first element of the policy seeks to ensure development preserves and positively contributes to Stebbing's character. This is a high bar to set; higher than the statutory protection for Conservation Areas for example.	Agree with the proposed modification because as drafted the policy is too onerous and the proposed modification provides flexibility and so has regard to national policy and guidance.
	<ul style="list-style-type: none"> <li>• Amend the first bullet point to read: “In the <i>Stebbing</i> Conservation Area and the <i>Stebbing</i> Green Character Area, as <i>designated by this policy and</i> shown on the Policies Map (Map 17), by recognising...”</li> </ul>	The policy should make it clear that it designates the Stebbing Green Character Area.	<p>Agree. The proposed modification provides clarity to enable a decision maker to apply it consistently and with confidence when determining planning applications.</p> <p>Map 18 corrected to read as Map 17</p>
	<ul style="list-style-type: none"> <li>• Amend the third bullet point to read: “Where they conserve or enhance and are sympathetic to the <i>heritage</i> asset (as listed in Appendix B) and its setting, as well as <i>its wider context and location</i> within the historic core of the <i>village</i>.”</li> </ul>	The third bullet point refers to all types of heritage assets and cross-references Appendix B of the Plan. This contains details of both designated and non-	Agree. The modification provides clarity by removing duplication from the criterion.

		designated assets. The criterion refers to setting and with some modification to remove duplication and enhance clarity, it is appropriate.	
	<ul style="list-style-type: none"> <li>• Add a sentence to Appendix B that reads: <i>“The information in this appendix is correct at the time of writing the Plan. Up to date information on heritage assets should always be sought from Historic England or other reliable sources of information.”</i></li> </ul>	A modification is also made to add some words to Appendix B to ensure that the appendix is future proofed.	Agree. Future proofing Appendix B ensure that any future heritage assets will be covered by the policy.
<b>Stebbing NP: pg. 41</b> para 5.11 <u>Chapter 5: Landscape, the Countryside and the Natural Environment</u>	<ul style="list-style-type: none"> <li>• Update the reference to the NPPF in paragraph 5.11 on page 41 of the Plan</li> </ul>	The Plan was examined against the latest NPPF 2021 and should be referencing the most current NPPF.	Agree. References to the previous NPPF should be updated to show that the Plan has regard to the latest national policy.
<b>Stebbing NP: pg. 43</b> <u>Policy STEB2: Green Infrastructure and Development</u>	Change the phrase in bullet point two of the policy to read: <i>“Improve the connectivity between wildlife areas and green spaces through green corridors and/or improvements to the Public Rights of Way, and cycle, footpath and equestrian networks.”</i>	References in the Plan to public rights of way include by default bridleways. However, there is no harm in specifically referring to equestrians to make this clear and to be inclusive.	Agree. The Neighbourhood Plan should be inclusive and including the phrase provides clarity.

<b>Stebbing NP: pg.43</b> <u>Policy STEB4: Local Green Space</u>	<ul style="list-style-type: none"> <li>Delete h) Field at Bran End from Policy STEB4, delete any references to this space from the Plan and the inset map on page 48 and the designation shown on the Policies Map</li> </ul>	<p>The Field at Bran End does not meet the NPPF criteria satisfactorily. There is no clear permission from the owner for LGS use and the ecology report shows that only the southern portion of the site is likely to be of significant ecological value.</p>	<p>Agree. The proposed Bran End Local Green Space should be deleted from Policy STEB4 because the whole site does not meet the NPPF criteria for LGS designation.</p>
	<ul style="list-style-type: none"> <li>Delete the last paragraph of the policy which begins “Development proposals which would result in the loss...” from the policy</li> </ul>	<p>The policy wording is at variance with the NPPF management of development in Local Green Spaces.</p>	<p>Agree. Development restrictions within Local Green Spaces should be consistent with those for Green Belts. The modification renders the policy in general conformity with strategic policy. The Bran End designation should be removed from the inset map on page 48 to avoid confusion and provide clarity. The modification ensures the policy meets the Basic Conditions.</p>
	<p>Change the reference to “...paragraphs 99-101...” in the policy to “...paragraphs 101 – 103... “</p>	<p>Paragraph references are from the previous NPPF.</p>	<p>Agree. Update the paragraph references to reflect the current NPPF July 2021.</p>

	Change the reference to “...paragraphs 99-101...” and “...paragraph 100...” in paragraph 5.12 on page 41 of the Plan to ““...paragraphs 101 – 103... “and “...paragraph 102...” respectively and correct a typo in the same paragraph; “isignificance” should be “significance”		Agree. Update he paragraph references to reflect the current NPPF July 2021.  Typing error corrected to read ‘significance’
<b>Stebbing NP: pgs. 43 - 44</b> <u>Policy STEB5: Protection of Green Wedge</u>	<ul style="list-style-type: none"> <li>Revise the policy to read: “The area between Stebbing Green, New Pastures Lane, Boxted Wood and the Braintree District Council boundary, as shown on Map 6 and the Policies Map (Map 17), is designated as a Green Wedge. Any development within the Green Wedge should respect the open and undeveloped nature of the open valley side to preserve or enhance the setting and distinctive character and appearance and individual identities of the Stebbing Green Character Area, Boxted Wood, the listed heritage assets and Historic Environmental Record sites.</li> </ul>	<p>I consider the policy, with some modifications, does have validity both in landscape and heritage terms and that it has been justified sufficiently.</p> <p>The wording of the policy should be amended to reflect the nature of the green wedge and to remove what might be regarded as controversial or prejudged outcomes. This will mean that it does not prevent development per se, but seeks to ensure any development within this area is appropriate given the qualities and function of the identified area.</p>	<p>Agree. The modification will ensure that the Policy aligns with the NPPF intention of contributing to and enhancing the natural and local environment and recognising the intrinsic character and beauty of the countryside.</p> <p>The modified Policy will be in general conformity with the UDC Local Plan 2005, strategic Policy S7.</p>

	<p>Development proposals will only be supported in the Green Wedge if they are accompanied by a Landscape and Visual Impact Assessment and a Heritage Impact Assessment that demonstrate:</p> <ul style="list-style-type: none"> <li>• how the predominant open nature of the landscape is retained;</li> <li>• that there is no harm to the setting of Stebbing Green</li> <li>• there is no loss or deterioration of Boxted Wood unless there are wholly</li> <li>• exceptional reasons and suitable compensation exist as described in the NPPF; and</li> <li>• that there is no harm to heritage assets.”</li> </ul>		
<p>Chapter 5 Page 49 Landscape, The Countryside and The Natural Environment</p> <p><u>Criterion ii para 5.16</u></p>	<ul style="list-style-type: none"> <li>• Remove the words “...to be retained in use as agricultural land...” from criterion ii. in paragraph 5.16 on page 49 of the Plan</li> </ul>	<p>The supporting text refers to the land being retained in agricultural use. Whilst this might be the most likely scenario, there is little justification for such a statement.</p>	<p>Agree. There is no evidence to support or justify the statement.</p>
<p><b><u>Stebbing NP: pg.44</u></b> <b><u>Policy STEB6: Protected Open Gaps</u></b> pg. 44 <b>And</b> pg.81 Map 17</p>	<ul style="list-style-type: none"> <li>• Change the title of the policy from “Protected Open Gaps” to “Important Open Gaps”</li> </ul>	<p>To provide consistency and clarity in terminology between Map 17 and Policy STEB6</p>	<p>Agree. The modification provides clarity to the policy in line with Planning policy guidance.</p>

	<ul style="list-style-type: none"> <li>• Add the word “Important” before “...Open Gaps if they are accompanied...” in the second sentence of the policy</li> </ul>	To provide consistency and clarity in terminology and emphasise role of the gaps.	Agree. The modification ascribes the importance of the role of the gaps which will ensure that the character, setting and identity of settlements are protected and that development proposals demonstrate retention of the open nature of the important gaps.
<b>AND</b> Para 5.2 pg. 31	<ul style="list-style-type: none"> <li>• Change the words “...Protected Open Gaps...” to “...Important Open Gaps...” in paragraph 5.2 on page 31 of the Plan</li> </ul>	Provides emphasis on the role and importance of the gaps	Agree. The modification provides clarity to the policy and is unambiguous that the aim of the policy is to protect the physical separation of settlements.
<b>Stebbing NP: pg.51</b> <u>Policy STEB8</u> : Blackwater Estuary SPA and Ramsar site/Essex Coast Recreational Disturbance Avoidance and Mitigation Strategy (Essex Coast RAMs)	<ul style="list-style-type: none"> <li>• Reword the policy to read: “Proposals for new dwellings within the zone of influence of the Blackwater Estuary SPA and Ramsar site will be subject to a financial contribution towards avoidance and mitigation measures as specified in the adopted Essex RAMs Supplementary Planning Document, to ensure the development will have no adverse effect on the integrity of the European site.”</li> </ul>	Wording updates the Policy to reflect the adoption of the Essex Coast RAMs Supplementary Planning Document on 9 September	Agree. Modification ensures that the policy is updated and reflects compliance with the duty to protect habitats and species in accordance with the Conservation of Habitats and Species Regulations 2017.

<b>Stebbing NP: pg. 53: para6.3</b> <u>Chapter 6: Housing and Design</u>	Update the reference to “...paragraph 66...” of the NPPF in paragraph 6.3 on page 53 of the Plan to “...paragraph 67...”	Updating in the supporting text to reflect the latest NPPF published in July 2021.	Agree. The text should reflect the current NPPF July 2021 against which the Plan examined.
<b>Stebbing NP: pg. 56</b> <u>Policy STEB9: Design Principles and Location of New Development</u>	Change criterion b) of paragraph 1 of the policy to read: “they respect and preserve the existing character of the village and local area or make a positive contribution...” [retain as existing to end of criterion]	The policy was too restrictive and too onerous	Agree. The modification meets the Basic Conditions by promoting sustainability and flexibility in line with the NPPF.
	Update the reference “Building for Life 12” in paragraph 1 of the policy to “Building for a Healthy Life (BHL)”	Building for Life 12 outdated and did not reflect the most up-to -date design tool	Agree. The NP should reflect the most recent design tool.
	Add three new criteria to paragraph 2 of the policy that read: <ul style="list-style-type: none"> <li>• “The development and diversification of agricultural and other land-based rural businesses;</li> <li>• Sustainable rural tourism and leisure developments which respect the character of the countryside;</li> <li>• Accessible local services and facilities”</li> </ul>	Policy not fully compliant with the NPPF as it excludes 3 types of development.	Agree. Inclusion of the three types of development ensures the policy has regard to the NPPF and Basic Conditions.
	<ul style="list-style-type: none"> <li>• Update criterion seven in part 2 of the policy to read: “Construction of new houses of exceptional quality meeting</li> </ul>	Para 79e reference is from the outdated NPPF	Agree. Updating to Para 80e has regard to latest shows regard to latest NPPF 2021 and meeting Basic Conditions

	the criteria set in paragraph 80e) of the NPPF;”		
	<ul style="list-style-type: none"> <li>• Change “...NPPF 2019.” in the last criterion of part 2 in the policy to “...NPPF 2021.”</li> </ul>	Neighbourhood Plan required to reflect the latest national policy	Agree. Updates policy to reflect latest NPPF 2021
<b>Stebbing NP: pg.57</b> <u>Policy STEB10: Meeting Local Needs</u>	<ul style="list-style-type: none"> <li>• Add a new sentence at the end of the policy that reads: “Development schemes will be considered on a site-by-site basis and take account of the latest available evidence and market conditions.”</li> </ul>	No apparent rationale for the two-unit threshold in the policy.	Agree. The modification of wording introduces flexibility and aligns with the language used in the NPPF 2021 thereby meeting the Basic Conditions.
	<ul style="list-style-type: none"> <li>• Replace the phrase “low-cost market housing” in the policy with “discounted market housing”</li> </ul>	Low-cost market housing not used in the latest NPPF and has been replaced by Discounted market housing	Agree. The modification of wording aligns with the language used in the NPPF 2021 thereby meeting the Basic Conditions.
<b>Stebbing NP: pg.57</b> <u>Policy STEB11: Affordable Homes</u>	<ul style="list-style-type: none"> <li>• Change the second sentence in the first paragraph of the policy to read: “This requires development on sites of 10 dwellings or more or on sites of 0.5 hectare or more to provide...” [retain as existing to end]</li> </ul>	Threshold set in Policy STEB11 does not reflect the NPPF threshold.	Agree. Modification will have regard to NPPF 2021 in boosting housing supply needed for different groups in the community thereby meeting the Basic Conditions
<b>Stebbing NP: pg.58</b> <u>Policy STEB12: Sustainable Design and Construction</u>	<ul style="list-style-type: none"> <li>• Add the words “non-residential” before “...new development...” in the first sentence of the policy</li> </ul>	Neighbourhood Plans should not set nor apply technical standard for	Agree. Addition of non-residential to the policy ensures that the policy is not

		housing (PPG and Written Ministerial Statement 25 March 2015)	introducing national technical standards to new dwellings and therefore meets the Basic Conditions and is in line with the NPPF para 153.
<b><u>Stebbing NP: pg. 59 para:</u></b> <b><u>Policy STEB13: Managing Flood Risk and Drought Mitigation</u></b>	<ul style="list-style-type: none"> <li>• Change the reference to “...paragraph 178...” of the NPPF in paragraph 6.19 on page 58 of the Plan to “...paragraph 183...”</li> </ul>	The Policy should reference paragraphs in the latest NPPF 2021.	Policy as drafted has regard to the NPPF and is general conformity with UDC LP 2005 Policy GEN 3 and partially consistent with the most recent NPPF 2021 and helps to achieve sustainability thereby meeting the Basic Conditions.
<b><u>Stebbing NP: pg.61</u></b> Policy STEB15: Supporting the Local Economy – Small Scale Employment Space	<ul style="list-style-type: none"> <li>• Revise Policy to Read: “Development proposals which provide expanded or new small scale floorspace for Class E commercial, business and service use, will be supported where they will not cause detriment to the amenity of the surrounding area including the effect of additional traffic on the local highway network, satisfactory access and satisfactory parking and servicing provision.</li> </ul> <p>New dwellings are encouraged to provide space and facilities for home</p>	<u>The Policy supports the</u> economy and takes a common-sense approach to commercial, business and service uses given the nature of the Plan area but clarity is required to remove ambiguity over what might be permitted in the countryside and close to the settlement boundary or what might be regarded as small-scale or larger scale or conversions.	<p>Agree. The modification provides clarity and removes ambiguity over uses and scale of development likely to be permitted in the countryside and close to a settlement boundary.</p> <p>The modified Policy has regard to the NPPF and helps to achieve sustainable development.</p>

	working. Extensions to existing dwellings, or conversion of outbuildings or construction of small-scale annexes within the curtilage of the dwelling, which provide facilities for home working will be supported provided the proposals are consistent with other relevant policies in this Neighbourhood Plan.”		
	<ul style="list-style-type: none"> <li>• Add a new paragraph to the supporting text that reads: “For the purposes of Policy STEB15, small scale means limited in size and extent. It is not considered appropriate to set thresholds as this may be too restrictive or limit economic development in the area. Small scale not only relates to size, but also to the type and scale of the operation. Proposals will therefore be dealt with on a case-by-case basis.”</li> </ul>	The policy needs some reworking to make sure it is clear, to remove ambiguity over what might be regarded as small-scale or larger scale.	Agree. The definition and flexibility in the modification is in line with Planning Policy Guidance (PPG) which requires that a policy is clear and unambiguous and enables a decision maker to apply it consistently and with confidence when determining planning applications.
<b><u>Stebbing NP: pg.65</u></b> Policy STEB19: Protection and Provision of Open Space, Sports Facilities and Playing Pitches	<ul style="list-style-type: none"> <li>• Delete the words “...as shown on the Policies Map (17) ...” from the policy</li> </ul>	Policy STEB19 seeks to protect recreation, sport and play facilities alongside three areas of recreation/sport identified on Map 17 on page 81 of the Plan (which are also	Agree. Deletion of a reference to Policies Map 17 provides clarity on the correct designation of the three sites as Local Green Spaces.

		proposed LGSs).	
	<ul style="list-style-type: none"> <li>• Add a new sentence after the first sentence of the policy that reads: “Facilities should not be built on unless there is a clear surplus to requirements, the facility would be replaced by an equivalent or better provision in an equally accessible location to the local community or the development is for alternative sports and recreation provision, the benefits of which clearly outweigh the current or previous use.”</li> </ul>	<p>This policy is more restrictive than national policy which provides flexibility on development in certain circumstances such as existing open space, sports and recreational buildings and land should not be built on unless the facility is surplus to requirements or they would be replaced by equivalent or better provision or the development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the former or existing use.</p>	<p>Agree. The modification allows for flexibility in line with the NPPF thereby meeting the basic conditions.</p>
	<ul style="list-style-type: none"> <li>• Delete Mill Lane Recreation Ground and Cricket Field, Alcott Field and Pulford Field from the Policies Map [so that this policy does not apply to any areas identified as Local Green Spaces]</li> </ul>	<p>Policy STEB19 seeks to protect recreation, sport and play facilities alongside three areas of recreation/sport identified on Map 17 on page 81 of the Plan (which are also proposed LGSs).</p>	<p>Agree. These areas can only have a single designation as Local Green Spaces and not sports fields or recreation grounds. The modification ensures that these areas are protected under the LGS designation which is akin to</p>

			the Green Belt development restrictions.
<b>Stebbing NP: pgs.75 - 80</b> <b>Chapter 10: Housing Allocations</b> <u>Policies STEBH1 – H6</u>	<ul style="list-style-type: none"> <li>● Add a new bullet point to Policies STEB H1 – H6 inclusive that reads: <i>“The site falls within the Zone of Influence (ZOI) for Hatfield Forest SSSI and NNR. All residential development within the ZOI will need to deliver all measures (including any strategic measures or financial contributions) identified through site specific assessments or otherwise to mitigate any recreational pressure impacts.”</i></li> </ul>	<p>Natural England (NE) consider that the proposed site allocations present a cumulative risk of harm and that this should be acknowledged in the Plan although NE does not specify how this should be achieved.</p> <p>A mitigation strategy has been developed by NE and sent to the local planning authorities within the ZOI in June 2021. It does not appear as if this document has been adopted as yet. However, the mitigation strategy takes the form of a package of on-site Strategic Access Management Measures (SAMM) to which new housing development projects contribute.</p>	<p>Agreed. The modification avoids delaying the NP progress whilst waiting for a mitigation strategy to be adopted. The additional wording recognises the location of the site allocations within the Zone of Influence and allows for dealing with proposed development on a case-by -case basis through development management helping to boost the supply of housing and thereby having regard to the NPPF and basic Conditions.</p>
<b>Stebbing NP: pg.84</b>	<ul style="list-style-type: none"> <li>● Update the reference to “...paragraph 56...” of the NPPF in paragraph 13.3</li> </ul>	Reference should be to the current NPPF.	Agreed. The NP should reference the NNPF 2021

<b>Chapter 13:</b> Implementation, Monitoring and Review: pg. 84	on page 84 of the Plan to “...paragraph 57...”		which the NP was examined against.
<b>Stebbing NP: pgs.86 - 91</b> <u>Appendix B:</u> pgs. 86 - 91	<ul style="list-style-type: none"> <li>• Add a sentence to Appendix B that reads: “The information in this appendix is correct at the time of writing the Plan. Up to date information on heritage assets should always be sought from Historic England or other reliable sources of information.”</li> </ul>	Appendix B is a schedule of heritage assets. It would be useful to add a paragraph to direct readers to the most up to date information, so this is future proofed.	Agreed. Future proofing the schedule will avoid confusion on status of a newly added asset.
<b>Stebbing NP: pg. 93</b> <u>Appendix D:</u> Glossary and List of Abbreviations	<ul style="list-style-type: none"> <li>• Update references to the NPPF in the glossary as necessary including definition for affordable housing, Local Green Space</li> </ul>	References including definitions should be made to the current NPPF.	Agreed. The NP should reference the NPPF 2021 which the NP was examined against.
	<ul style="list-style-type: none"> <li>• Update reference to “Building for Life” to “Building for a Healthy Life”</li> </ul>	Reference should be made to the up-to-date design tool.	Agreed. The NP should reflect up-to-date terminology as used in the NPPF 2021.

# STEBBING NEIGHBOURHOOD DEVELOPMENT PLAN 2019 - 2033

REG 16 DRAFT v4b: July 2021

Page 175



St Mary the Virgin - Parish Church of Stebbing: View from the South East outside Red Lion House

# CONTENTS

## Chapter 1: Introduction, Policy Context, Core Objectives and Vision

A. Introduction	4
B. Policy Context	7
C. Purpose and Structure of this Plan	8
D. The Neighbourhood Plan Area	9
E. The Making of the Plan	9
F. Our Vision for Stebbing	9
G. Core Objectives	12
H. How to read this document	13

## Chapter 2: Context - Setting the Scene

A. Parish Description	14
B. Population, Demographics and Housing Stock	18

## Chapter 3: Consultation

A. Community Engagement and Consultation	23
--	----

## Chapter 4: Heritage and Conservation

A. Core Objectives	25
B. Historic Context	25
C. Heritage Assessment	29

## Chapter 5: Landscape: the Countryside and Natural Environment

A. Core Objectives	31
B. Landscape Setting and Characteristics	31
C. The Views	41
D. National Policy Guidance	41

## Chapter 6. Housing and Design

A. Core Objectives	53
B. Delivering a sufficient supply of homes	53
C. Design	55

## Chapter 7. The Economy

A. Core Objectives	60
B. Socio-economic Profile	60
C. Technology and Communications	61
D. The Rural Economy - Agriculture and Farming	61
E. Tourism	61

## Chapter 8. Community and Well-being

A. Core Objectives	63
B. Community Health and Leisure	63
C. Clubs, Societies, Sport and Leisure	63
D. Facilities	64
E. Education	64
F. Community Wellbeing and Healthcare	65

## Chapter 9. Transport

A. Core Objectives	69
--------------------	----

## Chapter 10. Housing Allocations 73

## Chapter 11. The Policies Map and Schedule of Neighbourhood Plan Policies 81

## Chapter 12. Projects 83

## Chapter 13. Implementation, Monitoring and Review 84

APPENDICES

A	Table of UDC Local Plan 2005 Strategic Policies	85
B	Historic England - schedule of Heritage Assets in Stebbing and Uttlesford Local Heritage List for Stebbing 2018.	86
C	Letter dated 17th July 2020 from UDC Planning Policy Officer responding to a request for an indicative housing requirement.	92
D	Glossary and Abbreviations	93
E	List of Evidence Base Documents	99
F	Equality Impact	101
G	Acknowledgements	102

Page 177  
LIST OF FIGURES

Figure 1:	Extract from Digital Map of County of Essex 1777 by Chapman & André	14
Figure 2:	Extract from Ordnance Survey Map (first edition 1850)	14
Figure 3:	A summary of the Stebbing key questionnaire responses	24
Figure 4:	Essex Coast RAMs Zone of Influence near Stebbing	51

# CONTENTS

## LIST OF MAPS

1: Designated Neighbourhood Area for Stebbing Parish	5
2: Stebbing Parish in the context of the UDC boundary	6
3: Character Areas	17
4: Conservation Area, Listed Buildings and Historic Environmental Records	19
5: Contour Plan	32
6: Opportunities and Constraints Plan	34
7: Photographic Viewpoint locations	35
8: Important and Protected Views	45
9: Local Green Space Designations	46
10: Committed Housing sites and Proposed Housing Allocation Sites	73
11: STEB H1 - Garden/Paddock adjacent to Watch House	75
12: STEB H2 - Land West of Brick Kiln Farm	76
13: STEB H3 - Hornsea Lodge, Bran End	77
14: STEB H4 - Meadowbrook, Mill Lane	78
15: STEB H5 - Land at Elmcroft, The Downs	79
16: STEB H6 - Hay Meadow, Stebbing Green	80
17: Policies Map	81

LIST OF PHOTOGRAPHS

1.	View eastwards from Footpath 23 to Church End	10	17.	Views over Stebbing Green towards Boxted and Mouslin Woods - a view of woods and a rural buffer, previously subject to the proposed West of Braintree	39
2.	View eastwards from Footpath 23 to Church End	10	18.	Boxted Wood (from the west)	40
3.	Stebbing High Street - Aerial view from the Church looking North	15	19.	View looking towards Whitehouse Road	42
4.	Aerial view of Boxted Wood and part Southern and Eastern Boundary of Parish (former Stane Street) to right edge	16	20.	Stebbing Green	49
5.	War Memorial at Junction of High Street and Watch House Road, Church End.	18	21.	Cricket Pavillion - Mill Lane	49
6.	Stebbing High Street - lower part (view from the South)	20	22.	View westwards from Footpath 10 towards Stebbing Brook	50
7.	St Mary the Virgin looking south west from Clay Lane	22	23.	The Fir Wood, the valley form and Stebbing Brook - view to the west	50
8.	View westwards from cattle-grid on Footpath 21 and main avenue gateway to Stebbing Park	26	24.	View eastwards from Footpath 10 towards Stebbing Primary School	50
9.	View of House Facade at Church End	27	25.	Stebbing Green - Pond	52
10.	High Street (from Church End) view from South : 1912	28	26.	View of Converted Former Chapel (Mill Lane) into Residential Three Storey Town Houses, included in UDC Local Heritage List	54
11.	Village Hall - Mill Lane	30	27.	Recent (2016) Housing development on High Street (south side); to left-house new build and right - reconstruction and extension	58
12.	Friends' Meeting House (listed Grade 2*) : 1674 - west side of High Street	30	28.	View towards High Street - looking east adjacent to the Downs	58
13.	Stebbing Brook and Valley Floor - View to the south from FP12 at bridge over Stebbing Brook	32	29.	Recent (2016) redevelopment of agricultural barn (New Pastures Lane)	58
14.	Views of the Stebbing Brook Valley North and West - a view of a rural meadow landscape and part of the upper Chelmer Valley	36	30.	Andrewsfield - view west towards village of Stebbing	64
15.	Views of the Church - an impressive view of the dominating church and tower from the north east	37	31.	Recreation Ground, Mill Lane - view from south	66
16.	View from Church End - a view of a rural landscape and the upper Chelmer Valley	38	32.	Alcott Field - Play Equipment	67
			33.	Lubberhedges Lane - Protected Lane	68

## FOREWORD

From The Chair of Stebbing Parish Council

A first-time visitor to Stebbing might well consider it to be a quintessential English village. With its fascinating buildings and rich heritage, the village remains small enough to merge naturally into the local countryside. A historical settlement, Stebbing is recorded in the Domesday Book and there is strong evidence of earlier Saxon and Roman occupation. The layout of the village has changed little over the centuries.

Now, with so many changes threatening the area, Stebbing Parish Council shares its Residents' desire to contribute to the future of our village, particularly towards potential development, the environment and amenities.

Page 180  
It is intended that the Neighbourhood Plan shall contain and seek realistic, constructive and shared visions for the future of our Community, which reflect our thoughts, concerns and wishes.

The Neighbourhood Plan will incorporate objectives and policies on everyday issues and offer positive and balanced guidance for the future development of the Parish to benefit the wider Community.

The Parish Council considers the Neighbourhood Planning process will support and strengthen the local Community, enabling not only the preservation and protection of Stebbing but also to make it an even better place for Residents to live, work and enjoy.

Signed:

Councillor Judith Farr  
Chair

## CHAPTER ONE: INTRODUCTION, POLICY CONTEXT, CORE OBJECTIVES AND VISION

### A. Introduction

1.1 The Stebbing Neighbourhood Development Plan (abbreviated to Plan or NP) sets out a vision for the area of the Parish of Stebbing and contains planning policies for the use and development of land within it during the period 2019-2033. It will form part of the statutory Development Plan for the administrative area of Uttlesford District Council (UDC), being the Local Planning Authority for the District. The purpose of the Plan is to guide development within the Parish and provide guidance to any interested parties wishing to submit planning applications for development within the designated Neighbourhood Area (as shown on Map 1).

1.2 The statutory UDC Development Plan comprises the 'saved' policies of the Uttlesford Local Plan (ULP), adopted in January 2005, which were intended to cover the period to 2011. The Development Plan also includes the Essex Minerals Local Plan 2014 (MLP) and Essex and Southend-on-Sea Waste Local Plan 2017 (WLP). The UDC Local Plan is now considerably out of date by virtue of the National Planning Policy Framework (NPPF), but remains part of the Development Plan until superseded by a new adopted Local Plan.

1.3 UDC prepared and submitted a draft Local Plan to the Secretary of State in Summer 2014, but this was subsequently withdrawn following the conclusion of the examination Inspector that it was not sound. A second draft Local Plan was subsequently submitted on 24th January 2019. This included an extension of the West of Braintree Garden Community (WoBGC), as proposed by Braintree District Council (BDC), into Uttlesford District. The WoBGC formed one of three new Garden Communities proposed in the Publication Draft Section 1 Shared Strategic Local Plan for North Essex<sup>1</sup>. The extension of the proposals into Uttlesford would have been located entirely within Stebbing Parish and would have had a fundamental and adverse impact on the area and local community.

1.4 Following the initial stages of the examination into the submitted Uttlesford Local Plan, UDC received a letter dated 10th January 2020 from the appointed Inspectors. This stated that they were not persuaded that there was sufficient evidence to demonstrate that the proposed Garden Communities, and thus the overall spatial strategy, had been justified. Consequently, the Inspectors stated they "cannot conclude that these fundamental aspects of the plan are

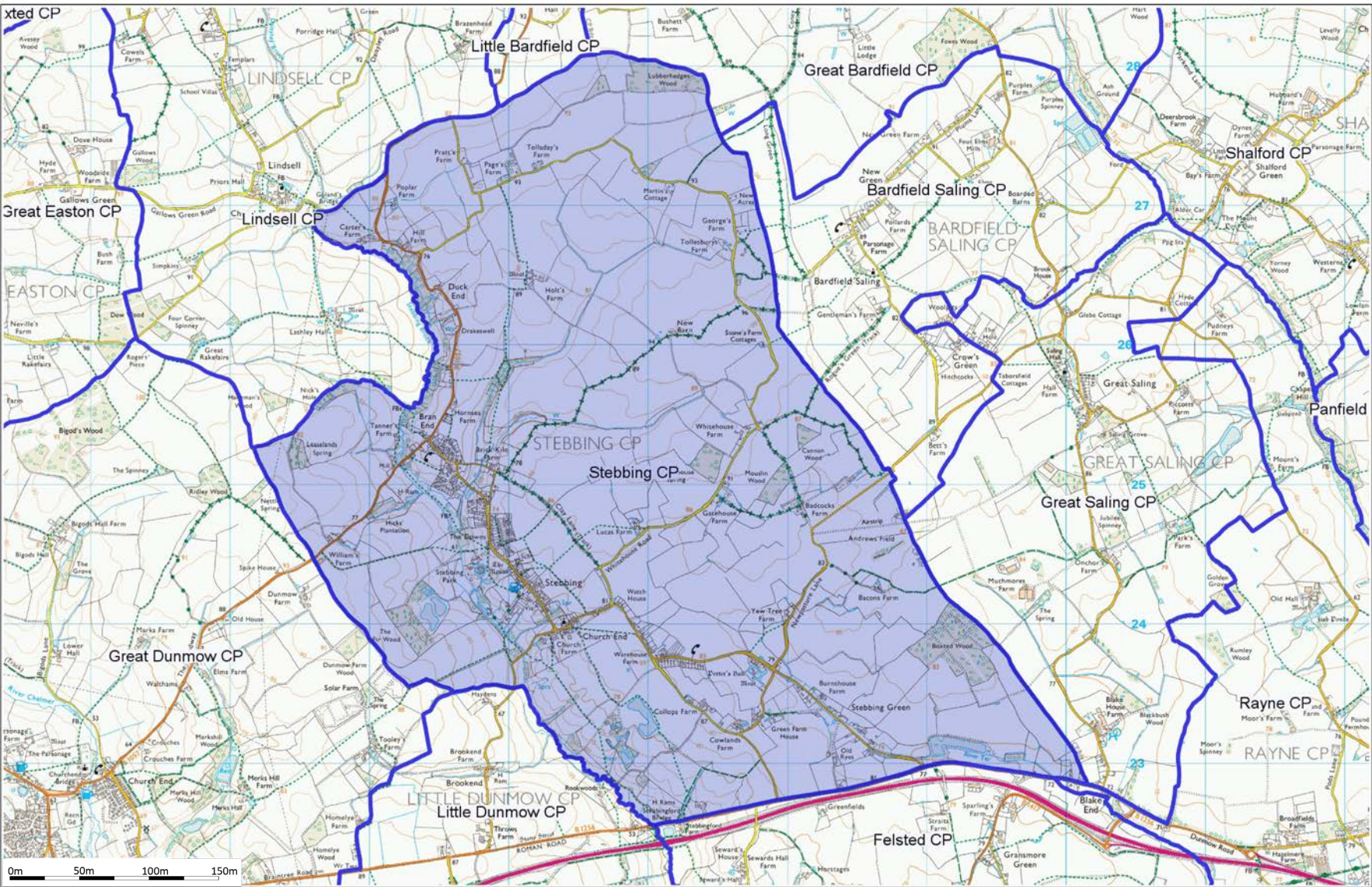
sound". They found that they "are of a view that withdrawal of the plan from examination is likely to be the most appropriate option". UDC subsequently decided at an Extraordinary Council meeting on 30th April 2020 to withdraw the Plan and to start a new Plan 'from scratch'. In addition, on 15th May 2020, the Inspector examining the North Essex Authorities' (NEAs) Shared Strategic Section 1 Plan wrote to the NEAs setting out his findings and conclusions on the Plan. He found that the proposed Colchester/Braintree Borders and WoBGCs were not justified or deliverable. Consequently, the Plan's spatial strategy was unsound. The Inspector recommended two options: either to remove both of these GCs through proposed main modifications, or to withdraw the Plan. The NEAs subsequently agreed the former and following consultation of proposed main modifications in August and September 2020, the Inspector's final report dated 10th December 2020 recommended adoption of the Section 1 Plan. BDC formally adopted the Plan on 22nd February 2021. Meanwhile, UDC is progressing with a series of consultations on various topics, including a new 'Call for Sites'. The current UDC Local Development Scheme anticipates submission of the New Local Plan in August 2023 and adoption in July 2024.

1.5 Residents will be aware that the 2019 submitted UDC Plan included proposals that would have fundamentally affected Stebbing Parish and neighbouring parishes. As there is no requirement for a Neighbourhood Plan to be prepared or examined against emerging policy, this Neighbourhood Plan was drafted to be at variance with the then emerging UDC Local Plan with regard to the proposed extension of the WoBGC into Stebbing Parish. This was considered to be fully justified for two reasons:

- 1) until the respective North Essex draft Plan and the UDC draft Plan were found to be sound by the Inspectors there was uncertainty over the future of the proposed WoBGC; and
- 2) to reflect the very strong and overwhelming views of Residents in the Parish who objected to the WoBGC.

1.6 Consequently this NP has been prepared to be in general conformity with the relevant strategic policies of the adopted ULP 2005, the MLP 2014 and WLP 2017, and the NPPF 2019 where appropriate. These strategic policies are set out in the table at Appendix A.

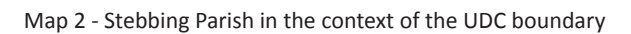
Footnote 1: The North Essex Authorities (NEAs) comprise Braintree District Council, Colchester Borough Council and Tendring District Council.



Date Created: 4-5-2018 | Map Centre (Easting/Northing): 567276 / 225269 | Scale: 1:35771 | © Crown copyright and database right. All rights reserved (0100054203) 2018 © Contains Ordnance Survey Data : Crown copyright and database right 2018

Map 1 - Designated Neighbourhood Area for Stebbing Parish

## Page 183



## CHAPTER ONE: INTRODUCTION, POLICY CONTEXT, CORE OBJECTIVES AND VISION

### B. Policy Context

1.7 Planning Law requires that applications for planning permission must be determined in accordance with development plans, unless material considerations indicate otherwise. In the absence of an up-to-date adopted Local Plan, then the 'saved' policies of the 2005 Uttlesford Local Plan (ULP), the MLP 2014 and WLP 2017, together with policies in this Neighbourhood Plan, will be used as the basis for the determination of future planning applications within the Parish. Additionally, the NPPF 2019 will be a material consideration in dealing with planning applications.

1.8 The Plan must also conform to the Government's 'Basic Conditions' as set out in the Town and Country Planning Act 1990<sup>2</sup> and explained further in the Basic Conditions Statement (EB18). In summary it must:

- have regard to national policies and advice contained in advice issued by the Secretary of State;
- contribute to the achievement of sustainable development;
- be in general conformity with the strategic policies of the development plan for the area;
- be compatible with and not breach European Union obligations;
- meet prescribed conditions and comply with prescribed matters (eg. the various legal requirements for the Plan, and the requirement that it must satisfy e.g. regarding consultation, excluded development, etc.); and
- not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017.

It should also be noted in relation to the 'Basic Conditions' that UDC on 21st January 2021 determined that the NP does not require an Environmental

Assessment (as required by Regulation 11 of the Environmental Assessment of Plans and Programme Regulations 2004). Also UDC carried out an Habitats Regulations Assessment (HRA) Screening Assessment in September 2020 and determined that the NP is not likely to result in significant effects on any European site (EB18 & 19).

1.9 With regard to national policies and advice, the Government establishes planning policies for England through the NPPF, which was last updated on 19th February 2019, and sets out how the policies are expected to be applied. The NPPF is supported by Planning Practice Guidance, which is published on-line and regularly updated. The NPPF stresses that the purpose of the planning system is to contribute to the achievement of sustainable development. At high level, the objective of sustainable development can be summarised as meeting the needs of the present without compromising the ability of future generations to meet their own needs<sup>3</sup>.

#### Achieving Sustainable Development

1.10 The NPPF explains that achieving sustainable development means that the planning system has three overarching objectives, which are independent and need to be pursued in mutually supportive ways (so that opportunities can be taken to secure net gains across each of the different objectives):

- a) an economic objective - to help build a strong, responsive and competitive economy;
- b) a social objective- to support strong, vibrant and healthy communities; and
- c) an environmental objective - to contribute to protecting and enhancing our natural, built and historic environment.

## CHAPTER ONE: INTRODUCTION, POLICY CONTEXT, CORE OBJECTIVES AND VISION

1.11 The Government advises that *"these objectives should be delivered through the preparation and implementation of plans and the application of the policies in the Framework ..... Planning policies and decisions should play an active role in guiding development towards sustainable solutions, but in doing so should take local circumstances into account, to reflect the character, needs and opportunities of each area"*.

Consequently, so that development is pursued in a positive way, at the heart of the NPPF is a presumption in favour of sustainable development (paragraph 11 NPPF refers).

1.12 This guidance underpins the purpose, preparation, detail and suite of policies contained in this NP.

1.13 The Parish of Stebbing is considered by its Residents to be a very attractive and appealing place in which they feel privileged to live, bring up their families, enjoy leisure pursuits, work and enjoy their retirement. The Residents wish its special qualities to be protected and this Plan seeks to ensure that any future development is of a scale that is manageable, that will safeguard and enhance local services and facilities, be in suitable locations and that it will respect and enhance the important and valuable characteristics of the historic and natural environment described further below.

1.14 A key issue faced by the Parish in preparation of this Plan was the potential threat of the WoBGC referred to above which would result, if allocated, in the urbanisation of an extensive area of countryside lying on its eastern boundary. Although the proposed WoBGC site lies predominantly within Braintree District and Great Saling Parish, UDC formerly proposed in its draft submitted Local Plan that the new settlement should extend into Stebbing Parish. This proposal has now been abandoned for the reasons set out in paragraphs 1.4 and 1.5 above, but it resulted in delaying the publication of the earlier Regulation 14 draft NP.

1.15 The WoBGC was a matter of nearly universal objection by the Residents of Stebbing, and the proposed threat of this proposal, or any subsequent variation that may emerge, is the reason that specific landscape policies are

being included in this Plan that seek to protect the setting of the main village itself and the hamlet of Stebbing Green, which lies immediately adjacent to the formerly proposed WoBGC development. The Parish Council has been advised by independent heritage consultants<sup>4</sup> that the special historic character of Stebbing Green with its distinctive openness is worthy of designation as a Conservation Area.

### C. Purpose and Structure of this Plan

1.16 In due course, once the existing saved strategic policies of the 2005 Local Plan have been replaced by a new adopted Local Plan, it may require a review of this Plan to ensure that it is in broad conformity with the new development plan. However, because of the timescales involved in preparation, consultation, submission, examination and adoption of a new Local Plan, this will not be for several years. However, Chapter 13 of the NP provides details of monitoring and review in order to respond as necessary to changing circumstances.

1.17 The Policies contained herein are set out to guide future development within the Parish. The Plan and its Policies are considered to be robust, being positively prepared, justified, effective and consistent with national policy. In particular the Plan has been prepared and its policies drafted with the objective of contributing towards the promotion and achievement of sustainable development through the three component parts (para 1.10 above). It has been prepared on the basis of sound evidence and the results of public consultation within the Parish over the period of preparation.

1.18 Preparation of this Plan and formulation of its Policies have been strongly influenced by the need to address the fundamental issues of concern to the majority of local Residents, namely to support and enhance the existing community and its facilities, to control and manage the impact of potential development upon the assets of the landscape environment, wildlife habitats, historic environment and setting, and the overall wellbeing and quality of life in the Parish.

Footnote 4: Grover Lewis Associates Heritage Assessment paragraph 4.125  
Also for more detail in this NP refer to paragraph 4.14

## CHAPTER ONE: INTRODUCTION, POLICY CONTEXT, CORE OBJECTIVES AND VISION

### D. The Neighbourhood Plan Area

1.19 Stebbing Parish Council decided on 11th February 2016 to make a Neighbourhood Plan for the Parish. Being a qualifying body under s66(g) of the Town and Country Planning Act 1990 and Regulation 5 of the Neighbourhood Planning (General) Regulations 2012, the Parish Council applied on 26th April 2016, to UDC for the Parish of Stebbing to be designated as a Neighbourhood Area. On 6th June 2016, the Parish of Stebbing was designated by UDC as the Neighbourhood Area for Stebbing, as shown on the plan in Map 1. Map 2 shows Stebbing Parish in the context of the UDC boundary. The Neighbourhood Area covers the entire Parish of Stebbing.

### E. The making of the Plan

1.20 A Steering Group made up of unpaid volunteers, all of whom are resident in the Parish, including four Parish Councillors, was approved by the Parish Council as a suitable body to prepare a draft Plan. The composition of the Steering Group changed little during the Plan preparation period. It first met on 19th May 2016 and its Constitution and Terms of Reference were made on 7th June 2016. For the majority of the plan preparation period, the Steering Group met twice monthly, once in public session and once informally by way of a working group session. The Parish Clerk acted as Secretary to the Steering Group. Unfortunately, delays in the submission and examination of the emerging Local Plan and potential conflict with the proposals for WoBGC delayed its production, beyond the control of the Parish Council.

1.21 Additionally, advice and guidance was provided to the Steering Group at various stages by Mrs Rachel Hogger, a Chartered Town Planner, and Principal of Modicum Planning Ltd, whose services were provided and paid by UDC (pursuant to their statutory obligation to assist communities to develop and establish Neighbourhood Plans). She attended several meetings of the Steering Group, as well as those held for the community.

1.22 Acting on behalf of the Parish Council, the Steering Group was assisted and advised as to both landscape and heritage matters by independent professionally qualified consultants who reported during 2016 and 2017. The Steering Group was also assisted by technical advice from Urban Vision Enterprise CIC (Urban Vision), independent consultants appointed by Locality as to the assessments of various sites put forward through responses to “Call for Sites” procedures and/or as identified to be appropriate for consideration by the Steering Group. The Steering Group carried out an initial assessment of a total of 21 sites that closely met the outcome of responses to the Community Questionnaire and the Plan objectives. Detailed consideration of the overall evidence base and the views of public consultation informed the proposals and policies set out in this Plan.

1.23 The Plan has been drawn up after extensive consultation with the residents and businesses of Stebbing, as well as others required to be consulted or interested in the future of the Village. The Steering Group took cognisance of the terms of the earlier NPPF 2012 paragraphs 183-185 and subsequent Section 3 of NPPF 2019, which inter alia set out the importance of early and meaningful engagement with the neighbourhood and local interests in the strategy and concepts involved in the plan-making process. Consultation has been a continuous process culminating in the Regulation 14 and 16 procedures. Full details and a summary of the representations and responses received, together with copies of the site appraisals and reports relating to heritage and landscape matters were provided to UDC inviting comments and also to inform the preparation of the then emerging new Local Plan. Submissions were also made by the Steering Group to UDC upon the former draft Local Plan at the Regulation 18 and 19 consultation stages. These evidence base documents will also be relevant to inform the preparation of the next new Local Plan. Overall, consultation and keeping the local community regularly informed has been a continuous process, culminating in the Regulation 14 and 16 formal procedures. Full details and a summary of the representations received and responses thereto are contained in the Consultation Statement (EB14).



Photo 1. View eastwards from Footpath 23 to Church End



Photo 2. View Eastwards from Footpath 23 to Church End

## CHAPTER ONE: INTRODUCTION, POLICY CONTEXT, CORE OBJECTIVES AND VISION

1.24 The Policies contained within this Plan have been reached objectively, informed by national and local policy guidances, the evidence base and reflect the clear wishes and preferences of the Residents of the Parish of Stebbing, and also take into account the views of other consultees, where applicable.

1.25 Key issues of major importance to the community are the need to protect and enhance the landscape and heritage of the Parish, as well as to acknowledge that some limited, small scale growth is required to meet local housing needs and support and enhance the existing Parish services and facilities.

### Consultation: The views of Residents

1.26 The key views and issues identified by the community are summarised in Chapter 3. Analysis of responses to the main questionnaire in 2017 led to the drafting of a 'Vision' and Core Objectives for each key topic. Subsequent consultations endorsed the Vision and Objectives and key policy themes, as in E and G below. A consultation in late 2018 sought responses for a 'call for sites' exercise in order to consider and assess fully all potential sites that may be suitable for future development. This was effectively a 'mop up' exercise to consider any potential sites that had not been assessed in previous UDC consultations. Full details of the consultation and engagement exercises undertaken by the Steering Group with the Residents and others are included in the Consultation Statement. This explains how the views expressed at all stages have influenced and have been reflected in this Plan, in particular the formulation of the following Vision and Objectives. The Consultation Statement also includes the representations received at the Regulation 14 Consultation and the Parish Council's responses in preparing this Regulation 16 draft NP.

### **F. Our Vision for Stebbing**

1.27 The identification of the key issues and views of local residents and what they valued about living in the Parish, what they disliked and how they would like to see the area evolve over the next 15 years - together with the need to contribute towards promoting and achieving sustainable development - led to the

following Vision and formulation of the Core Objectives.

#### **Vision**

- In 2033, Stebbing will be a vibrant rural parish, with a strong sense of community, which has protected and enhanced its distinctive village, surrounding hamlets, ancient woodlands and agricultural character.
- Stebbing will be a parish which is proud to have retained, and be known for, its historical character, wealth of heritage assets and beautiful, tranquil landscape offering an abundance of open views and wildlife habitats.
- Housing development will be in keeping with the character of the Parish, positively contributing to its immediate surroundings
- Housing development will place particular emphasis on organic growth through small developments and affordable properties.
- Transport, telecommunications and social facilities will have been improved and be more widely available for all residents, young and old.

## G. Core Objectives

- i. To conserve and enhance the heritage and distinctive historic character of the Parish, its village, surrounding settlements and each of their respective landscape settings.
- ii. To protect the key environmental features of the Parish including ancient woodland, high quality agricultural land, multi-functional green infrastructure including byways, bridleways, footpaths, hedgerows and wildlife sites and in so doing, improving health and wellbeing.
- iii. To protect the open landscape setting to the east of the settlements of Stebbing Green and the village of Stebbing.
- iv. To respect, preserve and enhance the character and setting of the various settlements and hamlets which make up the Parish and to protect their individual identities from any future ad-hoc major strategic development proposals.
- v. To preserve the character of the quiet roads and lanes within the Parish for their continued safe use by walkers, cyclists and horse riders.
- vi. To maintain and support the existing strong sense of community in the Parish by retaining existing and encouraging additional community infrastructure, including the community store, the village Primary School, the village hall, the Church, the White Hart Public House and all other sports, social and recreational facilities.
- vii. To ensure that new housing and other forms of development meet the needs of the local parish community, including the need for accessible and affordable housing, starter homes, homes for older people and other specialist needs.
- viii. To retain and encourage new and diversified rural employment and support services where possible; to encourage homeworking and small scale local businesses.
- ix. To ensure that any new development is sympathetic to the character and beauty of the Parish in design and appearance matters and that it makes a positive contribution to its surroundings, with particular emphasis on small scale organic growth
- x. To address highway safety and parking issues, improve the potential for movement by non-car modes, including walking, public transport, cycling, improve the bridleway network and retain and develop the use of the village mini bus.
- xi. To promote, through the appropriate providers, effective, high level internet connectivity for all residents and businesses.
- xii. To explore with ECC as Highway Authority and UDC ways to improve transportation access for all residents to appropriate education and health services.
- xiii. To balance the amount of new development with the capacity and potential expansion of the village Primary School to meet the primary school education needs of the Parish.
- xiv. Overall, through the policies in this Plan, to balance meeting both the present needs of the Parish with the needs of the future in order to support a vibrant rural community by contributing towards promoting and achieving sustainable development.

(Note: this core objective applies to all topic chapters).

# CHAPTER ONE: INTRODUCTION, POLICY CONTEXT, CORE OBJECTIVES AND VISION

## H. How to read this document

1.28 Each section of this Plan covers a different topic. Under each heading, there is the context and justification for the policies, which provide the necessary understanding of the policy and what it is seeking to achieve. The policies themselves are presented in blue coloured boxes. Planning applications will be considered in the context of their consistency or conformity with these policies and other relevant material considerations. It is therefore advisable that, in order to understand the full context for any individual policy, to read it in conjunction with the supporting text.

1.29 At the end of some of the policy topic chapters there is a list of 'non land use policy aspirations'. These are matters that have been suggested by the community but are not appropriate to include as policies in a Neighbourhood Plan which is focused on the *development and use of land*. They do, however, signal actions which could be taken forward by the Parish Council or others, or initiatives which could be funded by developer contributions or other sources of funding.

## I. The Plan has been structured in the following order of topic Chapters to reflect the Core Objectives and Vision:

Chapter 2.	Context- Setting the Scene
Chapter 3.	Consultation
Chapter 4.	Heritage and Conservation
Chapter 5.	Landscape: the Countryside and Natural Environment
Chapter 6.	Housing and Design
Chapter 7.	The Economy
Chapter 8.	Community and Well-being
Chapter 9.	Transport
Chapter 10.	Housing Allocations
Chapter 11.	The Policies Map and Scheme of Neighbourhood Plan Policies
Chapter 12.	Projects
Chapter 13.	Implementation, Monitoring and Review

## Appendices:

A	Table of UDC Local Plan 2005 Strategic Policies
B	Historic England- schedule of Heritage Assets in Stebbing and Uttlesford Local Heritage List for Stebbing 2018.
C	Letter dated 17th July 2020 from UDC Planning Policy Officer responding to a request for an indicative housing requirement.
D	Glossary and Abbreviations
E	List of Evidence Base Documents
F	Equality Impact
G	Acknowledgements

## A. Parish Description

2.1 Stebbing is a small rural parish made up of the core village community and surrounding hamlets, isolated houses and farmsteads, lying in the upper reaches of the Chelmer Valley. One of the fluvial constituents of the River Chelmer, Stebbing Brook, runs through its western side, flowing southwards to join the River Chelmer at Felsted. The surrounding countryside is predominantly arable and consists mainly of very good quality Grade II classified versatile agricultural land.

2.2 Its historic built environment, rural setting and attractive landscape, together with local facilities, make it a very popular and cherished community for its residents. Notwithstanding its proximity to the A120, the Parish has a strong sense of pastoral distinction and tranquillity. This is frequently remarked upon by residents and visitors from outside the Parish.

2.3 Stebbing lies towards the lower eastern edge of the UDC administrative area, some 3.5km to the east of Great Dunmow, 9km to the west of Braintree town, 5 km north of Felsted and 9 km to the south east of Thaxted, reached in each case via B classified roads. It is 2 km to the north of the A120 (dual carriage way) corridor, to which access is obtained at two points, approximately 6 km to the east and 6 km to the west. The B1256, formerly the A120, which marks the southern border of the Parish lies along the line of the Roman road leading from Colchester to St Alban's, once known as Stane Street.

2.4 The Parish has boundaries with eight other parishes, namely Lindsell, Little Bardfield and Great Bardfield to the north, Bardfield Saling and Great Saling to the east, Felsted, Little Dunmow and Flitch Green to the south and Great Dunmow to the west.

2.5 The centre of the Village is linear, aligned north-west/south-east, and slender in form, which reflects its historic organic growth. This can be seen from the historic mapping of the Parish, the first being that drawn by Chapman & André in 1777 and subsequent editions of the Ordnance Survey.

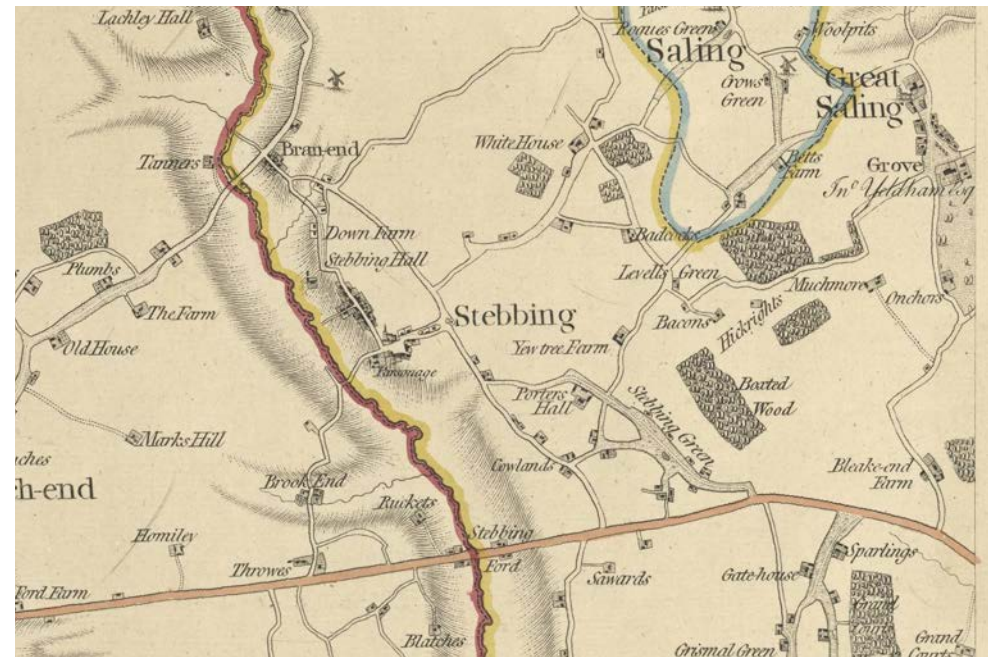


Fig 1: Extract Digital Map of the County of Essex 1777 by John Chapman & Peter André | Produced by Tim Fransen, 2018 | Digitised engraved sheets courtesy of Biblioteca Virtual del Patrimonio Bibliográfico

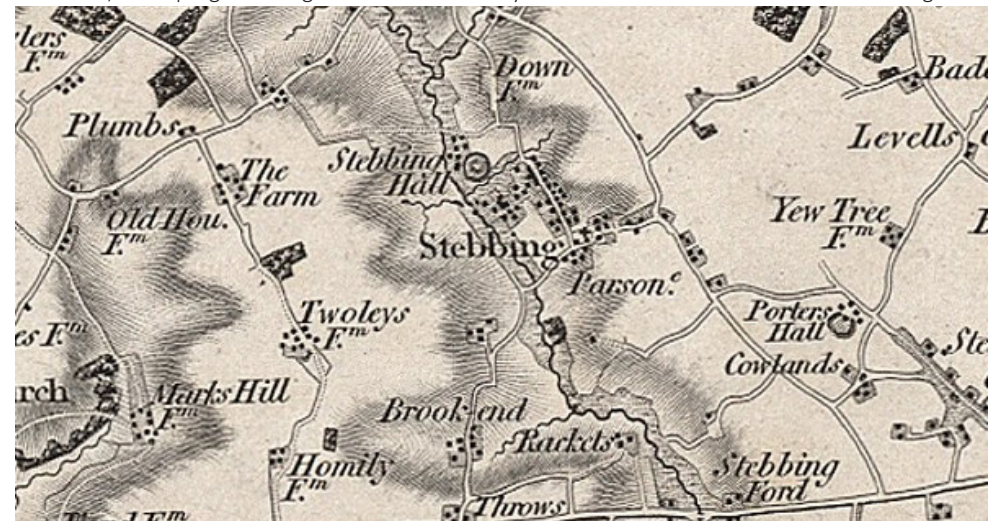


Fig 2: Extract Ordnance Survey Map (First Edition 1850)

## CHAPTER TWO: CONTEXT – SETTING THE SCENE



Photo 3. Stebbing High Street- Aerial view from the Church looking North



Photo 4. Aerial View of Boxted Wood and part Southern and Eastern Boundary of Parish (former Stane Street) to right edge

## CHAPTER TWO: CONTEXT – SETTING THE SCENE

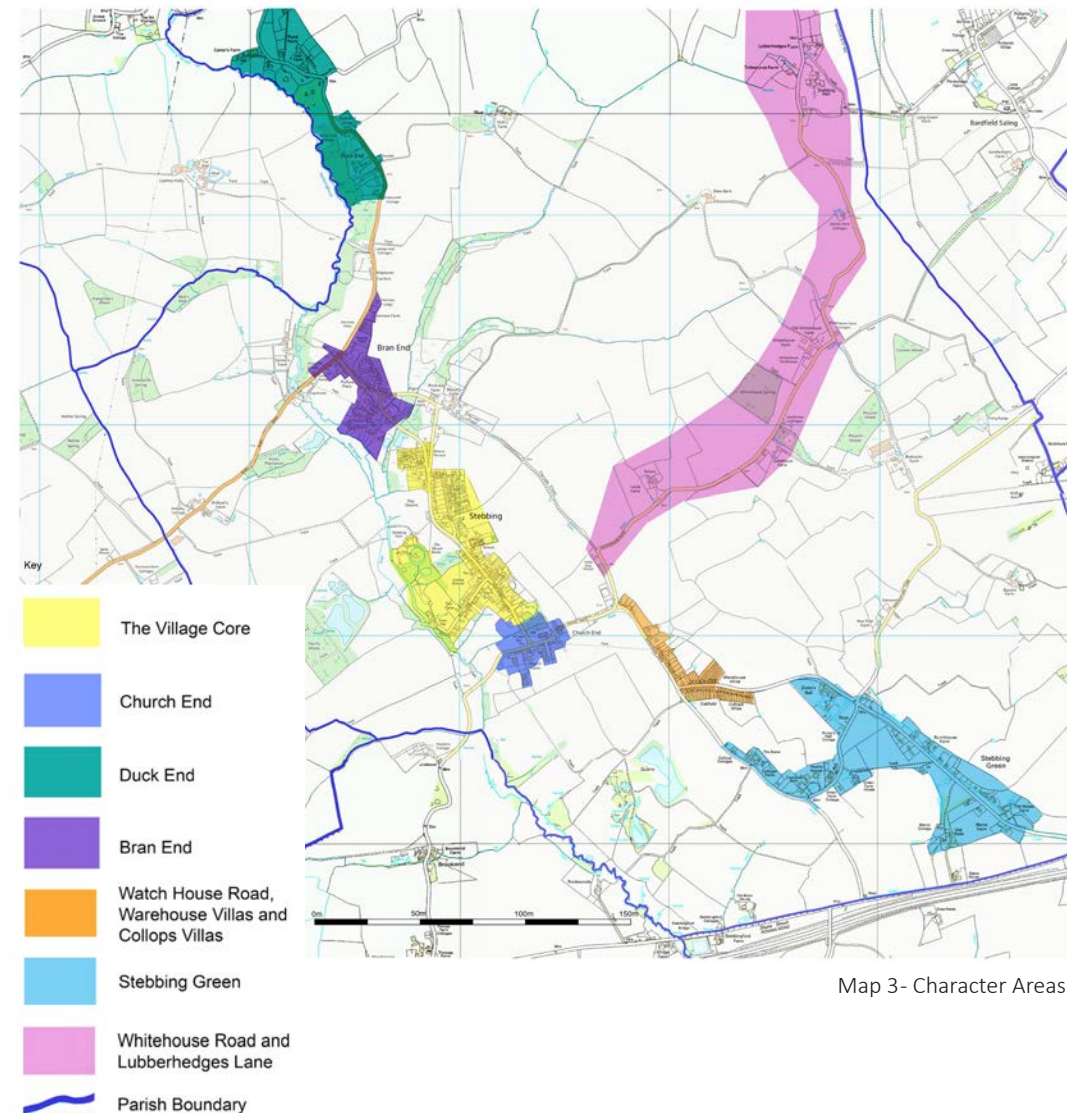
2.6 The Grover Lewis Associates' Heritage Assessment of the Parish, referred to in more detail in Chapter 4, provides a very useful and accurate description of the settlement form and character of 'Stebbing':

*"1.13 The settlement has a markedly linear form, aligned north-west/south-east, which has evolved by the conjunction of a series of hamlets that developed along the line of the Stebbing Brook. The latter flows southwards to meet the River Chelmer at Felsted. Whilst the hamlets are described as conjoined, there are modest breaks in development between Church End, which as the name suggests contains the imposing parish church of St Mary the Virgin, and the main body of the village to the north. North of the main body, Bran End and Duck End enjoy a degree of physical separation. To the south, Stebbing Green is effectively a freestanding hamlet, notwithstanding the presence of twentieth-century ribbon development to the north along Warehouse Road giving a degree of connection to Church End.*

*1.14 The direct distance from the northern end of Duck End to the southern end of Stebbing Green is almost five kilometres, with the winding road distance being considerably further. Whilst there are some modern twentieth-century cul-de-sac developments at Bran End and in The Downs area, to the north of the historic core on High Street, the majority of the village is made up of single-plot development along a single meandering village street.*

*1.15 With the exception of Stebbing Green, the linear village occupies higher land to the immediate east of the Stebbing Brook, which has formed a relatively narrow, steep sided valley along the western edge of the parish. From the Stebbing Brook, the land rises gently eastwards up the valley side. To the east and south-east of the main built-up area, the surrounding land is notably flatter than the valley of the Stebbing Brook."*

2.7 This description includes six of the seven broad character areas as shown on Figure 3, which are identifiable by their geographical location/road name, general appearance and development form. These are:- The Village Core - Church End - Stebbing Green - Watch House Road - Warehouse Villas and Collops Villas - Bran End - Duck End, and additionally - Whitehouse Road and Lubberhedges Lane.



## CHAPTER TWO: CONTEXT – SETTING THE SCENE

2.8 The latter is characterised by dispersed and scattered groups of dwellings and farms, including several listed buildings, served from an attractive narrow meandering country lane from Church End/Watchhouse Road via Whitehouse Road and Lubberhedges Lane to the B1057 at Duck End.

2.9 The Village Core and Church End is an area of particular importance and significance because it forms the existing designated Stebbing Conservation Area, as defined in the adopted Local Plan and shown on the Neighbourhood Plan Policies Map 18. It was designated by Essex County Council in 1977 and the boundary was reviewed in 1991 and is centred around the historic core of the Village and Church End. In addition there is a significant quality to both the setting of the main village and Stebbing Green, together with a total of 155 heritage assets within the Parish- including 152 listed buildings in total, one of which is Grade 1, six Grade 2\* and 145 Grade 2- and 3 Scheduled Monuments (SM). Many of these are scattered throughout the Parish but there are 67 listed buildings that lie within the Conservation Area, plus there is one Scheduled Monument, the locations of which are shown on Map 4. A schedule of all the heritage assets within the Parish is included in Appendix B. Further information on heritage is set out in Chapter 4.

2.10 Generally, there was little new building in the Parish in the 19th century, thus preserving the 16th and 17th century houses, and only a limited amount in the first half of the 20th century. One item of historical significance in the 20th century was the building of Andrewsfield Airfield in 1941. It is the only surviving Second World War airfield still in operation. At its height in 1942/1943, over 800 US Airmen were stationed around the airfield and it was the home of the iconic Flying Fortress and Marauder US bombers. Later in the war it housed both RAF and Polish air squadrons.

2.11 It is clear from views expressed through various public engagement events that it is essential to safeguard the setting and appearance of these historic assets from any inappropriately sited and/or insensitively designed development, and where possible new development and other interventions should seek to enhance the quality of the assets and their setting as reflected in Policy STEB1 (page 30).

2.12 The Parish is served by a Parish Council, established in 1894, currently made up of nine Councillors and is supported by the salaried Parish Clerk.

### B. Population, Demographics and Housing Stock

2.13 The linear nature of the built environment of Stebbing Village resulted in gaps between different areas of settlement (still denoted by differently named road signs at the approaches to them), so that many houses have views over open countryside or an attractive street scene, or both. Ribbon development and infilling has only occurred in the last third of the Twentieth Century and in this Century.

2.14 After World War One, a number of houses (“Homes for Heroes”) were built at Pulford Place, Downs Villas, Collops Villas and Warehouse Villas by Dunmow Rural District Council. After World War Two, municipal housing was built at Bran End Fields, again by Dunmow Rural District Council.



Photo 5. War Memorial at Junction of High Street and Watch House Road, Church End

CHAPTER TWO: CONTEXT – SETTING THE SCENE

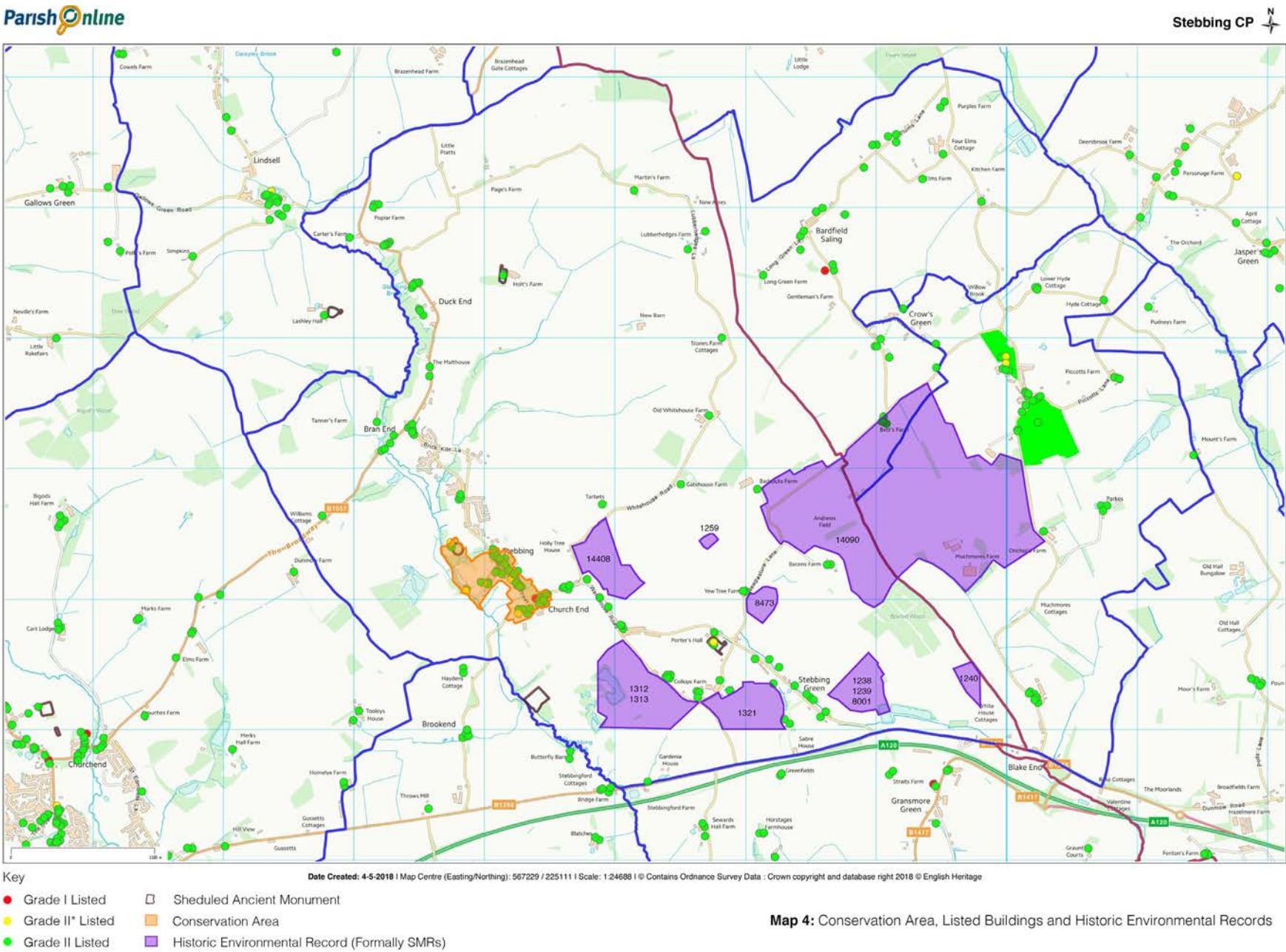




Photo 6. Stebbing High Street – lower part (view from the South)

## CHAPTER TWO: CONTEXT – SETTING THE SCENE

2.14 In the 1970s, six smaller dwellings (bungalows) were built by UDC at Bran End, intended for occupation by occupiers of larger Council owned property seeking to downsize. This did not occur and they are now mainly let to younger families. 16% of the Stebbing housing stock was constructed by the local authorities, much of which has subsequently been sold to their tenants under the “Right to Buy” schemes introduced by the Government in the 1980s. The breakdown of UDC owned property is as follows:

Type of Property	Number of Bedrooms	Total Number of Properties
Bungalow	1	6
Flat	1	2
Bungalow	2	8
House	2	14
House	3	21
House	4	3
Total		54

2.15 During the past two decades, approximately 16 agricultural grain stores and barns across the Parish have been converted to housing. Virtually all of the former agricultural tied cottages were sold in the 1970s and 1980s.

2.16 In the 2011 Census, the population of Stebbing was recorded as 1,300, occupying 551 dwellings, and making up 518 households, being an increase of 50 persons recorded in the 2001 Census. Residents aged 16 or more number 1,081.

2.17 There has been some small scale new housing development since 2011. There is no recent evidence of the increase in population since but it would be marginal. Current population occupancy density is low, namely of 0.7 persons per hectare (compared with the Essex and England average of 4 persons per hectare).

2.18 The available Census data shows that there is a high level of home ownership and correspondingly low proportions of social and private rented housing, with 51.9% of houses being detached, compared with 30.4% for Essex. There is a preponderance of 3 and larger bedroomed properties, with very little choice of 1 and 2 bedroom properties and flats. 54.9% of all dwellings are in Council Tax Bands E-H, compared with 28.7% for the County of Essex.

2.19 The age profile in 2011 of the Residents was a mean age of 43.7 years with 19.2% over age 65 compared with 16.4% nationally. The number under age 45 was 45.7% compared with 58% nationally. The net increase in population within the Parish between 2001 and 2011 has been less than 2%, attributable to new housing constructed in that period.

2.20 At 2011, of the 551 dwellings in the Parish, 361 were detached, 218 semi-detached or terraced, and there were 15 flats, maisonettes or apartments and 5 caravans or other mobile/temporary structures. There is a high level of home ownership: 80.6% were either owned outright or with a mortgage; 8.5% were social rented (7.9% from UDC and 0.7% from others); and 9% private rented and 1.8% living rent-free. The average household size was 2.6 persons, with 7.2 average rooms per household and 3.6 bedrooms per household. 73.9% of all residents aged 16 to 74 were economically active, of whom 2.4% were unemployed and 2.3% students.

2.21 A housing needs survey was carried out by RCCE in March 2015 with the help of Stebbing Parish Council. The response rate was 19% (compared with the average county rate of 25%). 63% of the respondents were supportive of a small development scheme if the need was identified. Several respondents indicated that there was a need for “affordable housing”. RCCE recommended that 2 x one bedroom units and 1 x two bedroom units be considered as potentially to be provided by a Housing Association in conjunction with a discussion with the Parish Council.

2.22 However, despite this recommendation by RCCE to provide 3 units of affordable housing to meet local needs, the actual provision has been delivered at the new Ploughman's Reach development and a further 7 affordable units are committed in the scheme on land east of Warehouse Villas. Further detail is set out in paragraphs 6.1 and 6.2.

2.23 Stebbing is a popular place to live and the limited increase in the number of new dwellings in recent years has contributed to house prices which are higher than average in this part of Essex. This has an impact on younger people wanting to remain in the Parish and older people wanting to 'downsize' within their existing community. These concerns were highlighted in the Parish residents' survey. The Plan's proposals to address this issue are set out in Section 6 – Housing and Design.



Photo 7. St Mary the Virgin looking south west from Clay Lane

## CHAPTER THREE: CONSULTATION

### A. Community Engagement and Consultation

3.1 Full details of the consultation and engagement with residents of the Parish in the preparation of this Plan are set out in the Consultation Statement, which is a vital part of the Evidence Base. The following sets out a summary.

3.2 The Steering Group's desire to prepare a Neighbourhood Plan was influenced greatly by the proposals put forward by Braintree District Council for the proposed WoBGC that UDC subsequently proposed through its emerging Local Plan to extend into Stebbing Parish. The principal platform for engaging the Community in the Plan was via on-going information given via the website (created exclusively for the purposes of this Plan) i.e. [www.stebbingneighbourhoodplan.co.uk](http://www.stebbingneighbourhoodplan.co.uk). Comments and responses were invited from Residents electronically and at various face to face opportunities presented. Full particulars of engagement and consultation are set out in the Consultation statement.

3.3 A number of meetings, consultations and presentations were held in order to inform and solicit the views of Residents. This helped to identify the key issues which were of concern to the community, primarily derived from responses to the Main Questionnaire, that also led to the formulation of the Vision and Core Objectives. Further questions/comments were invited at various events, with members of the Steering Group on hand to respond to suggestions and comments made.

3.4 An initial brief questionnaire, accompanying an explanatory leaflet as to the purposes and aims of a neighbourhood plan for Stebbing, was distributed to Residents in Summer 2016. Further, in April/May 2017, a very detailed illustrated questionnaire was produced by the Steering Group. It was hand distributed and collected by volunteers to/from every household in the Parish. It set out 31 questions (with sub questions), two maps of the Parish/Village and responses were sought and spaces allowed for freehand comments. This resulted in a very comprehensive (92%) rate of response. This provided the Steering Group with very clear and comprehensive feedback from the Residents as to those matters

and issues of key concern and the potential scale and type of growth appropriate for the Parish. A summary of the key responses received is shown on Figure 3. A subsequent Questionnaire was also prepared and responses sought to the potential designation of Local Green Spaces. A copy of the Main Questionnaire and a full analysis of responses is to be found in the Consultation Statement.

3.5 The Steering Group held monthly public meetings during much of the plan preparation period with actions and minutes being made available on the NP website. There has been a general invitation to make comments at any stage of the plan-making process, with all emerging documents posted promptly on the website. Positive comments were frequently made to the Steering Group by Residents as to the quality, standard and relevance of reports and the other presentation materials put before them from time to time.

3.6 The outcome of the various feedback comments from the community assisted in identifying those topics and matters that required detailed analysis and assessment through the gathering of the comprehensive evidence base. In turn, this led to the drafting of the Vision, Core Objectives and Policies contained in this Plan that are all founded on and supported by the comprehensive evidence base. Further updates and revisions were made to the NP following the Regulation 14 consultation, as described in the Consultation Statement.



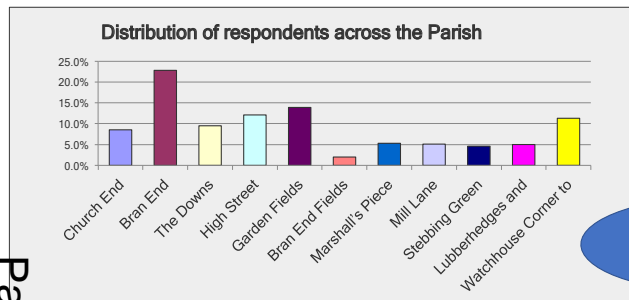


## STEBBING NEIGHBOURHOOD PLAN SUMMARY OF QUESTIONNAIRE RESULTS

In April 2017 Stebbing Neighbourhood Plan Steering Group distributed questionnaires to all 558 houses in Stebbing Parish.



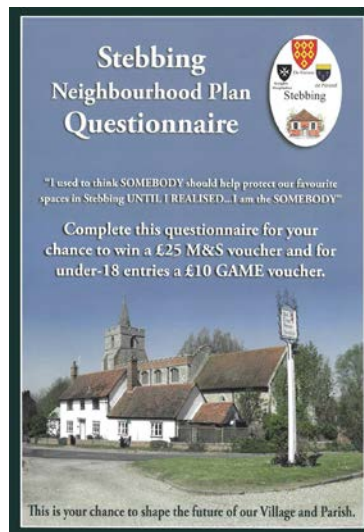
**532 responses were received.**



57% of respondents have lived in the Parish over 10 years.

68% of respondents plan to continue to live in the Parish for 11 years or more.

The Neighbourhood Plan is not just about the main village!



77% felt there could be up to 5% growth in the number of houses (up to 27 houses) in the Parish over the next 15 years.

53% felt that the village itself should not be allowed to expand outside the current built up area.

44% would prefer a number of smaller developments, but only 4% would prefer one large estate.

90% felt that the proposed West of Braintree garden settlement would be a bad /very bad thing.

Preferences were for 2-3 bedroom houses, then bungalows, then 4/4+ bedroom houses.

86% agreed that all new houses should be built with off street parking spaces at a ratio of one space per bedroom.

72% agreed that there is a need for a car park to serve the village.

82% agreed / definitely agreed that the speed limit in Stebbing High Street should be 20mph.

92% agreed/strongly agreed that the village minibus service should be made available to visit doctors and supermarkets.

Over 90% agreed the Parish needs more high speed internet access and better mobile phone coverage.

81% agreed there was not enough for teenagers to do in the Parish.

Stebbing's landscape environment, wildlife habitats and historic environment are all important/very important to over 95% of respondents.

Figure 3: A summary of the key questionnaire responses

## CHAPTER FOUR: HERITAGE AND CONSERVATION

### A. Core Objectives

- i. To conserve and enhance the heritage and distinctive historic character of the Parish, its village, surrounding settlements and each of their respective landscape settings.
- ii. To protect the key environmental features of the Parish including ancient woodland, high quality agricultural land, multi-functional green infrastructure including byways, bridleways, footpaths, hedgerows and wildlife sites, and in so doing improving health and wellbeing.
- iii. To protect the open landscape setting to the east of the settlements of Stebbing Green and the village of Stebbing.
- iv. To respect, preserve and enhance the character and setting of the various settlements and hamlets which make up the Parish and to protect their individual identities from any future ad-hoc major strategic development proposals.
- xiv. Overall, through the policies in this Plan, to balance meeting both the present needs of the Parish with the needs of the future in order to support a vibrant rural community by contributing towards promoting and achieving sustainable development.

Page 202

### B. Historic Context



View of House Facade in High Street

4.1 Stebbing, like many villages in this part of North West Essex, has escaped wholesale modernisation and retained the fabric of the past in its church and heritage assets. This visual link to its history represents both its charm and heritage.

4.2 Stebbing, lies in the south west corner of the old Saxon Hundred of Hinckford. Stebbing Brook marks the western boundary of the Hundred. The name Stebbing, which is Saxon, was written in the Domesday book in a Latinised form as 'Stibinga' and 'Stabinga.'

4.3 Prehistoric finds have been relatively few and scattered. The first settlements can be traced with certainty are Roman. In 1950 Roman remains were found in a large field forming part of Porters Hall Farm. Excavations revealed a complex of buildings and ditches including workshops and a bath house. Half a mile to the south east the remains of a small Roman Villa was discovered near Boxted Wood and in 1988 adjoining the villa the remains of a Roman Malt House was excavated and recorded by Essex County Council. These and potentially other undiscovered Roman remains lie beneath what would have been the proposed western extension of the WoBGC site.

4.4 When the Normans arrived in 1066 the village had probably been in existence for three or four hundred years and was held by Siward, a Saxon Thegn. It is almost certain that by this time the settlement pattern of housing and fields were already established. By 1086 two Norman Lords, Henry de Ferrers and Ranulf Peverell are recorded in Little Domesday as holding the village between them.

4.5 A weekly market and annual fair were granted to Henry de Ferrers by Edward III in 1338. The market does not appear to have been successful for long, but the fair survived in to the 20th century.



Photo 8. View Westwards from cattle-grid on Footpath 21 and main avenue gateway to Stebbing Park

## CHAPTER FOUR: HERITAGE AND CONSERVATION

4.6 The present parish church, dedicated to St. Mary the Virgin, was built almost entirely in the 14th century on the site of a much older church building. It forms the cover of this Plan. It is a fine example of the decorated style of architecture and contains what is almost a unique feature, a carved stone rood screen of which there are only 3 in the world.

4.7 In the late 13th and early 14th centuries, the manor of Porters Hall was built up by the local Porter family, but by the 15th century its lands had passed to the Capel Family who became the Earls of Essex. So by the middle of the 16th century there were three Manors: Stebbing Hall, Porters Hall and Prior's Hall. Stebbing Hall was by this time held by the Earls of Essex, who remained the major landowners in the parish until 1901. Prior's Hall was owned by the Knights Hospitallers.

4.8 The cloth industry seems to have been one of the key factors in the wealth of the parish from the 15th to the 18th centuries. Many listed buildings that survive in the village owe their birth to the wealth this industry created and their preservation to the poverty that followed its decline. The cloth industry often provided employment for several members of the same family so its demise at the end of 18th century left agriculture as the main economic generator. Today, arable agriculture remains an important feature of the landscape and is an activity conducted by farmers mainly owning or operating large scale units, principally using contracted labour and very modern equipment.

4.9 By 1862, there was a National School (Anglican) and a British School (Non-Conformist) in the village. In 1876 the Stebbing School, administered by a School Board, opened its doors to all the children of the Parish and continues to thrive as a Primary School, albeit currently at full pupil capacity.

4.10 As referred to in paragraph 2.9 there are 152 listed buildings in the parish, most are grade II, only one is Grade I, the church of St. Mary the Virgin, and six are grade II\*, namely the old manor houses of Prior's Hall, Porters Hall and Stebbing Park, the Friends' Meeting House, Town Mill, and Tan Office Farmhouse.

4.11 The Mount, situated at Stebbing Park (known historically, in manorial terms, as Stebbing Hall), is classified as a Scheduled Monument (SM), being a Norman Motte with surrounding moat. The moated sites of Holt's Farm and Porters Hall are the other two SMs in the Parish.

4.12 There was little new building in the 19th century, thus preserving the 16th and 17th century houses, and only a limited amount in the first half of the 20th century. It was only the gradual spread of commuting, started in the 1960's, by new residents who were to earn their living outside Stebbing that created housing demand and the growth of speculative development that led to the introduction of the modern estate housing that currently exists at Garden Fields, Bran End Fields, Brookfields and Marshall's Piece.



Photo 9. View of House Facade at Church End



Photo 10. High Street (from Church End) view from South: 1912

## CHAPTER FOUR: HERITAGE AND CONSERVATION

### C. Heritage Assessment

4.13 The heritage environment of Stebbing has proved to be one of very great importance to the Residents with 95% of Residents in their answers to the relating question in the Main Questionnaire responding that the landscape environment, wildlife habitats and historic environment of Stebbing were either “very important or important”.

4.14 UDC included in the Stebbing Conservation Area Appraisal and Management Plan (2010) a summary description of the more significant heritage assets of Stebbing. In view of the acknowledged importance of heritage to the Residents, the Steering Group on behalf of the Parish Council, commissioned an independent expert Heritage Assessment of the Parish from Grover Lewis Associates who submitted their report in August 2017. In paragraph 5.1 of the summary of the Heritage Assessment it states:

*“Stebbing is a very characterful historic village that has retained its distinctive historic morphology. Well over half of the listed buildings in the parish are located beyond the boundary of the Stebbing Conservation Area, which reflects the fact that the village’s historic character goes much wider than its historic core. In particular, it is surprising that the distinctive character of Stebbing Green has not been recognised with conservation area status. Stebbing has accommodated a degree of twentieth-century development, but the village has not been subject to the harmful effects of large scale suburban expansion”.*

It is an aspiration of this Plan to seek the formal designation by UDC of Stebbing Green as a Conservation Area.

4.15 The report considers the impact on the heritage assets of Stebbing of the potential development of various sites including those referred to in the ‘call for sites’ process and those evaluated and under consideration for allocation in the emerging NP. It follows the guidance set out in the NPPF and assesses the impact of potential development sites on the significance of the designated heritage assets, including the contribution made by their settings.

4.16 The report concludes that none of the nine sites considered: *“would result in direct harm to built heritage assets, if developed. In all cases potential harm is limited to indirect harm as a result of impact on setting. The tight urban townscape of the historic core along the High Street, which results in there being very few views out of the town to the surrounding countryside and conversely, very few views of the listed buildings that line the High Street from the surrounding countryside, mitigates impact on some of the village’s heritage assets. However, the open nature of much of Stebbing makes heritage assets in those more open parts more susceptible to harm as a result of development within their setting”* (para 5.3). The Heritage Assessment concludes that development of all but one of the nine sites considered would result in some degree of adverse heritage impact and harm to the significance of heritage assets. The only site where development would have a neutral impact on heritage assets is at Brick Kiln Lane (para 5.5).

4.17 The evidence base and findings of the Heritage Assessment, together with the Landscape Sensitivity and Capacity Appraisal, were fully taken into account in the subsequent Site Appraisals Assessment as referred to in detail in Chapter 10. These reports and the views of Residents also assisted in formulating Policy STEB1 below. Both these documents should be used to inform proposals and planning applications should explain how they have been taken into account in formulating proposals, where appropriate.

### Policy STEB1 : Respecting Stebbing's Heritage – Design and Character

All development proposals will be required to preserve and contribute positively to Stebbing's distinctive character. Proposals will be supported where they satisfy the following:-

- In the designated Stebbing Conservation Area and the defined Stebbing Green Character Area, as shown on the Policies Map (Map 18), by recognising and reinforcing Stebbing's vernacular architectural heritage through sensitive design including choice of materials, height, scale, spacing, layout, orientation and design.
- Outside the Conservation Area by contributing positively to the street scene where overall design, choice of materials, height and scale are sympathetic and complement neighbouring buildings and are sensitive to the open and rural character of the Parish.
- Where they conserve or enhance and are sympathetic to the setting of any individual heritage asset (as listed in Appendix B) and its setting, as well as when situated within the historic core of the village itself.
- Where they retain or enhance existing vegetated boundaries, particularly those of intact hedgerows and trees. Opportunities should be sought to restore local landscape structure through appropriate new tree and hedge planting and any unavoidable loss of trees and hedges should be wherever possible offset by new planting.

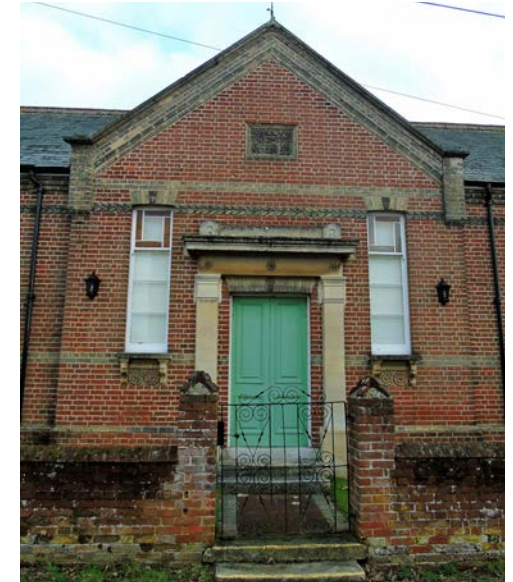


Photo 11. Village Hall- Mill Lane



Photo 12. Friends' Meeting House (listed Grade 2\*): 1674- west side of

## CHAPTER FIVE: LANDSCAPE, THE COUNTRYSIDE AND THE NATURAL ENVIRONMENT

### A. Core Objectives

- Page 208
- i. To conserve and enhance the heritage and distinctive historic character of the Parish, its village, surrounding settlements and each of their respective landscape settings.
  - ii. To protect the key environmental features of the Parish including ancient woodland, high quality agricultural land, multi-functional green infrastructure including byways, bridleways, footpaths, hedgerows and wildlife sites, and in so doing improving health and wellbeing.
  - iii. To protect the open landscape setting to the east of the settlements of Stebbing Green and the village of Stebbing.
  - iv. To respect, preserve and enhance the character and setting of the various settlements and hamlets which make up the Parish and to protect their individual identities from any future ad-hoc major strategic development proposals.
  - v. To preserve the character of the quiet roads and lanes within the Parish for their continued safe use by walkers, cyclists and horse riders.
  - xiv. Overall, through the policies in this Plan, to balance meeting both the present needs of the Parish with the needs of the future in order to support a vibrant rural community by contributing towards promoting and achieving sustainable development.

### B. Landscape Setting And Characteristics

5.1 The Steering Group, early in its deliberations, considered that the Parish is very fortunate to have among its valuable assets and characteristics the landscape features of Stebbing Brook, the valley form surrounding it and the open farm plateaux to the north and east of the Village. This was described fulsomely in a report entitled The Essex Landscape Character Assessment carried out in 2008 on behalf of UDC (and others) by Chris Blandford Associates. The features can clearly be identified on the topographical Contour Plan at Figure 5. As summarised in The Landscape Partnership (TLP) Landscape Appraisal (referred to in paragraph 5.3), the landscape is characterised by the following types:

- Valley side landscapes that provide a setting and backdrop to the historic elements of Stebbing village, Bran End and Church End, including the Grade I listed Church and Conservation Area;
- Open agricultural landscapes that contribute to the setting of Stebbing village, the Warehouse Road hamlet and Stebbing Green; and
- Land that provides important breaks, necessary to maintain the historic settlement pattern of discrete hamlets within the village, eg between Watch House Road and Church End.

5.2 As referred to in the Heritage Assessment: *“The settlement has a markedly linear form, aligned north-west/south-east, which has evolved by the conjunction of a series of hamlets that developed along the line of the Stebbing Brook .... Whilst the hamlets are described as conjoined, there are modest breaks in development between Church End..... and the main body of the village to the north.”* The assessment goes on to acknowledge that the other main character areas do enjoy various degrees of physical separation. It is considered important to protect the more modest breaks, or gaps, in order retain the individual identities of the Church End, the Village Core and Bran End Character Areas. This therefore justifies the ‘Protected Open Gaps’ in Policy STEB6 and as shown on the Policies Map (17) and some of the Local Green Space designations (Map 9).

5.3 The Steering Group requested the Parish Council to commission a specific Landscape Sensitivity and Capacity Appraisal on a more detailed scale from specialist consultants, The Landscape Partnership (TLP), who reported in March 2017 ('The Landscape Appraisal'). The purpose of the study was to assist the Parish Council in making informed decisions as to whether any future development could be absorbed into the landscape, and if so, what scale of development would be appropriate and what mitigation measures might be required to ensure that there would be no unacceptable residual effects on the landscape.

## CHAPTER FIVE: LANDSCAPE, THE COUNTRYSIDE AND THE NATURAL ENVIRONMENT

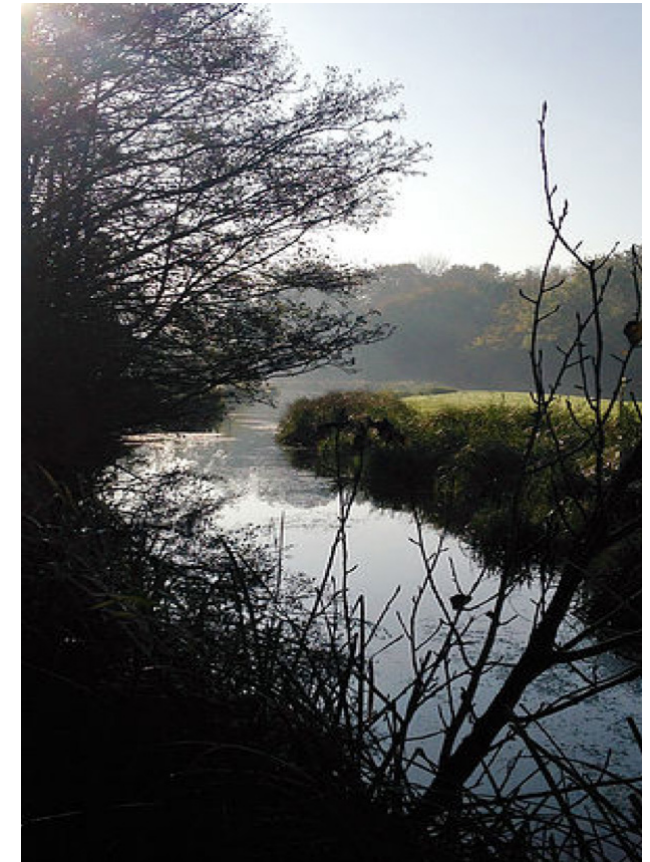
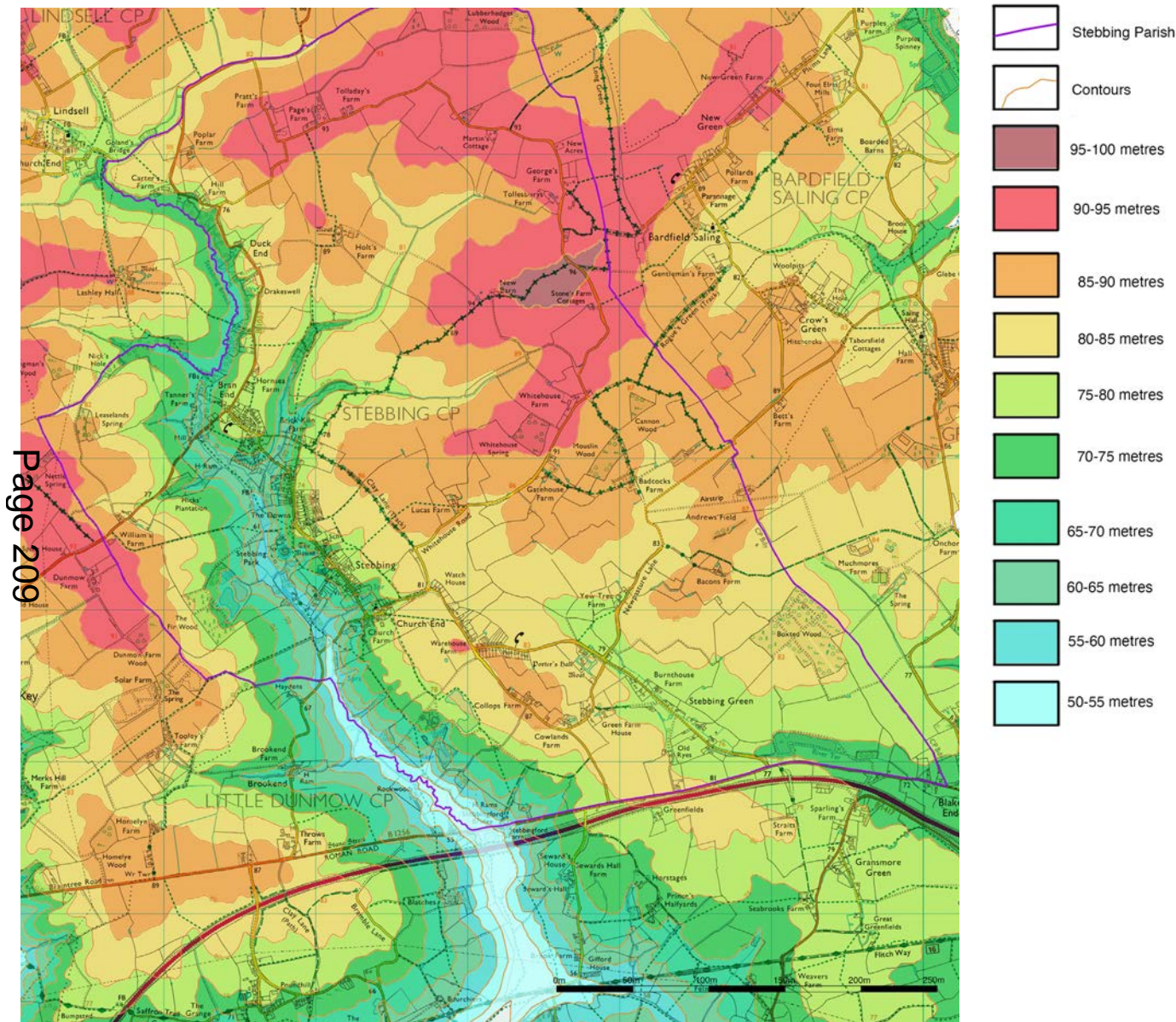


Photo 13. Stebbing Brook and Valley Floor  
View to the south from FP12 at bridge over Stebbing Brook

Map 5: Contour Plan

## CHAPTER FIVE: LANDSCAPE, THE COUNTRYSIDE AND THE NATURAL ENVIRONMENT

5.4 The Landscape Appraisal analysed and identified parcels of land within the Parish having high, medium-high, medium and low landscape capacity to accommodate development, based on the criteria and assumptions set out in the report. Five parcels were identified as having a medium capacity to accommodate development. These were located immediately adjacent to the existing settlement fringes, where they responded to the landscape features and visual characteristics present. The analysis found that most landscapes within the Parish had Low or Medium-Low capacity to accommodate development, as shown on Figure 8 of the Appraisal.

5.5 It also addressed the question of the impact of any potential development associated with the then proposed WoBGC, describing the impact of any such development upon the setting both of Stebbing Green and the remainder of the Village. The Landscape Appraisal advocated the need for separation from any future development to the east of the Village and Stebbing Green and the need to establish “Green Wedge or Buffer” - being a safeguarded swathe of open countryside- which would protect the setting of Boxted Wood, an ancient woodland at the top of the Stebbing Brook valley slope; the setting, distinctive character and appearance of the Hamlet of Stebbing Green and its listed buildings; and preclude harmful incursive development on the valley form and plateau land lying to its East.

5.6 The detailed analysis and assessment of the area required to separate Stebbing, Boxted Wood, Stebbing Green and the then proposed WoBGC proposals is set out in Section 4g of the Landscape Appraisal. This includes an analysis of:

- the extent of visibility north-eastwards from Stebbing Green;
- the extent of visibility north-eastwards from Warehouse Road hamlet;
- the extent of visibility southwards and south-westwards from the plateau top;
- the sense of leaving Stebbing Green and arriving at the airfield/plateau top from points on inter-connecting transport routes; an analysis of publicly accessible routes between Stebbing Green and the airfield from where the separation can be physically experienced.

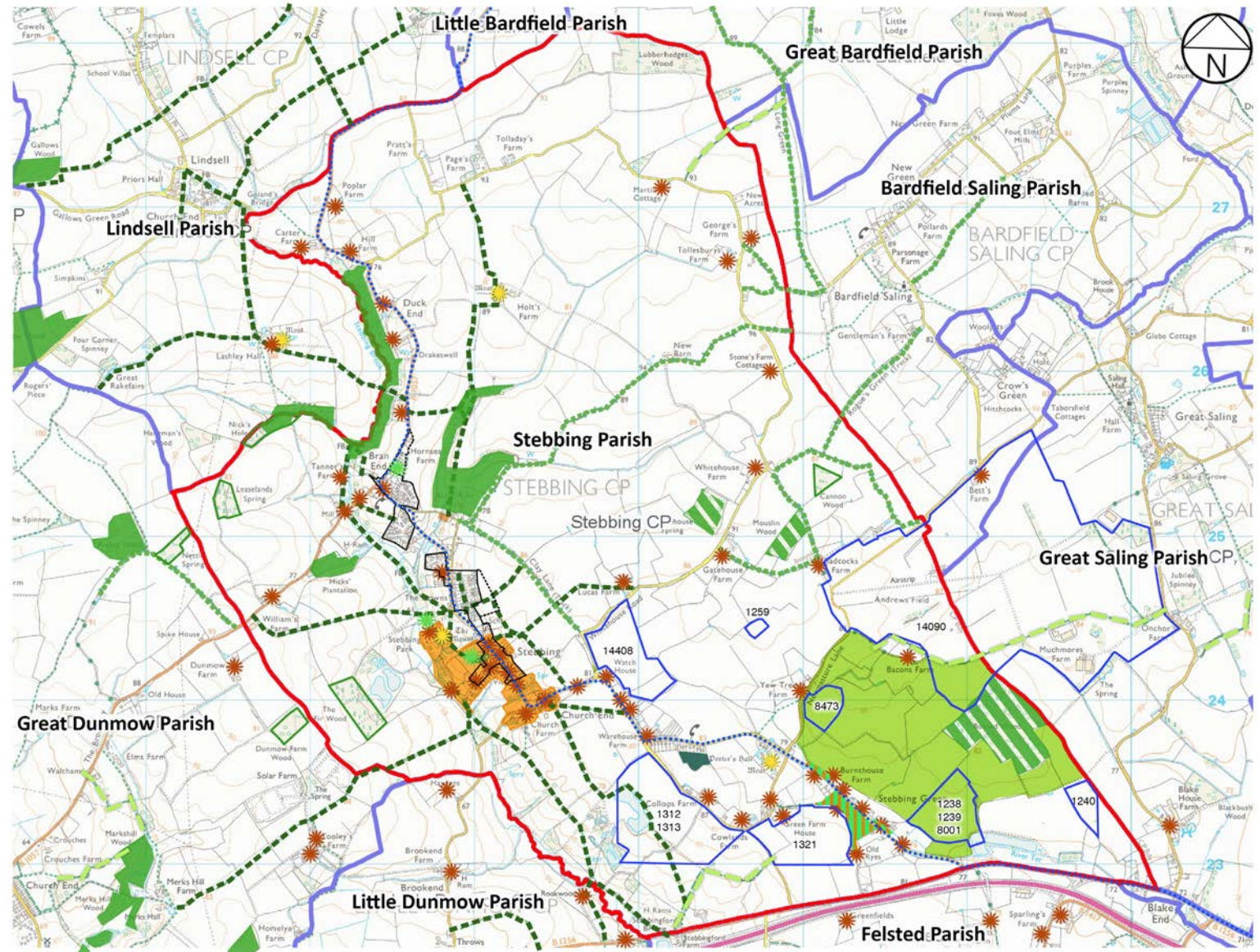
5.7 Taking all these considerations into account, TLP’s assessment- as illustrated on their Figure 6- demonstrates the recommended necessary swathe of open valley

side that would need to be maintained to the east of Stebbing Green in order to protect its character and setting. Maintaining such a swathe of land protected from future development would also help to safeguard the setting of Boxted Wood, an Ancient Woodland at the top of the valley, as well as the heritage assets designated as such in the Historic Environment Records. Additionally, since the Landscape Appraisal was undertaken, there has been a strong body of support for the retention of Andrewsfield Airfield both for its historic interest, ie. it was the first US base in the UK in WWII, and it is also a popular and valuable private flying and pilot training facility. Following applications by both Stebbing and Great Saling Parish Councils, UDC and BDC designated Andrewsfield as an Asset of Community Value (ACV) in June 2020. This will also provide an additional layer of protection from speculative development beyond the proposed Green Wedge/Green Buffer.

5.8 Although the WoBGC proposals have been deleted from the NEA’s Shared Section 1 LP and the emerging Uttlesford LP has been withdrawn, it is considered that there is still strong justification to protect the setting and special distinctive character and appearance of Stebbing Green and Boxted Wood from any potential speculative major development proposals, as set out in Core Objective (iv). However, in response to comments made by UDC at the Regulation 14 stage, the extent and rationale for the Green Wedge has been reconsidered. As a consequence, the proposed extent of the Green Wedge as recommended by the Landscape Appraisal has been reduced in area to focus on that considered necessary to protect the special distinctive character of Stebbing Green and its relationship in the landscape with Boxted Wood ancient woodland and the areas of Historic Environmental Record. (Maps 4, 6 and 17).

5.9 The very important nature and quality of the Stebbing Parish landscape together with the need to protect and enhance heritage assets, as referred to in the previous Chapter, was amply recognised by the Residents in their responses to the Main Questionnaire, which are summarised in the Consultation Statement (EB14). Map 6: Opportunities and Constraints Plan takes both these major considerations into account. This analysis has been a key input to the evidence base and the formation of the Core Objectives and policy.

- Stebbing Parish
- ▨ Ancient Woodland
- ▭ Important Woodland
- Local Wildlife Site
- - - PROW - Potential for improving the maintenance of PROW's within the village to improve the pedestrian experience and connectivity to surrounding areas
- ⋯ Byway
- Bridleways
- Green Wedge/Green Buffer to maintain the open setting of Stebbing Green and Boxted Wood and prevent coalescence
- ★ Area of open space and sport and recreation with opportunity for enhancement
- Adjoining Parish Boundaries
- | Development Limit as shown on Proposals Map - Adopted Local Plan 2005
- - - Proposed extension to Development Limit as shown on Stebbing Inset Map - Uttlesford Regulation 18 Local Plan 2017
- ⋯ Existing bus routes through the village - Potential to improve these links by providing a more frequent service
- Conservation Area
- ★ Listed Buildings
- ★ Scheduled Ancient Monument
- Football
- ▨ Stebbing Green
- ▭ Historic Environment Record (Previously SMR)



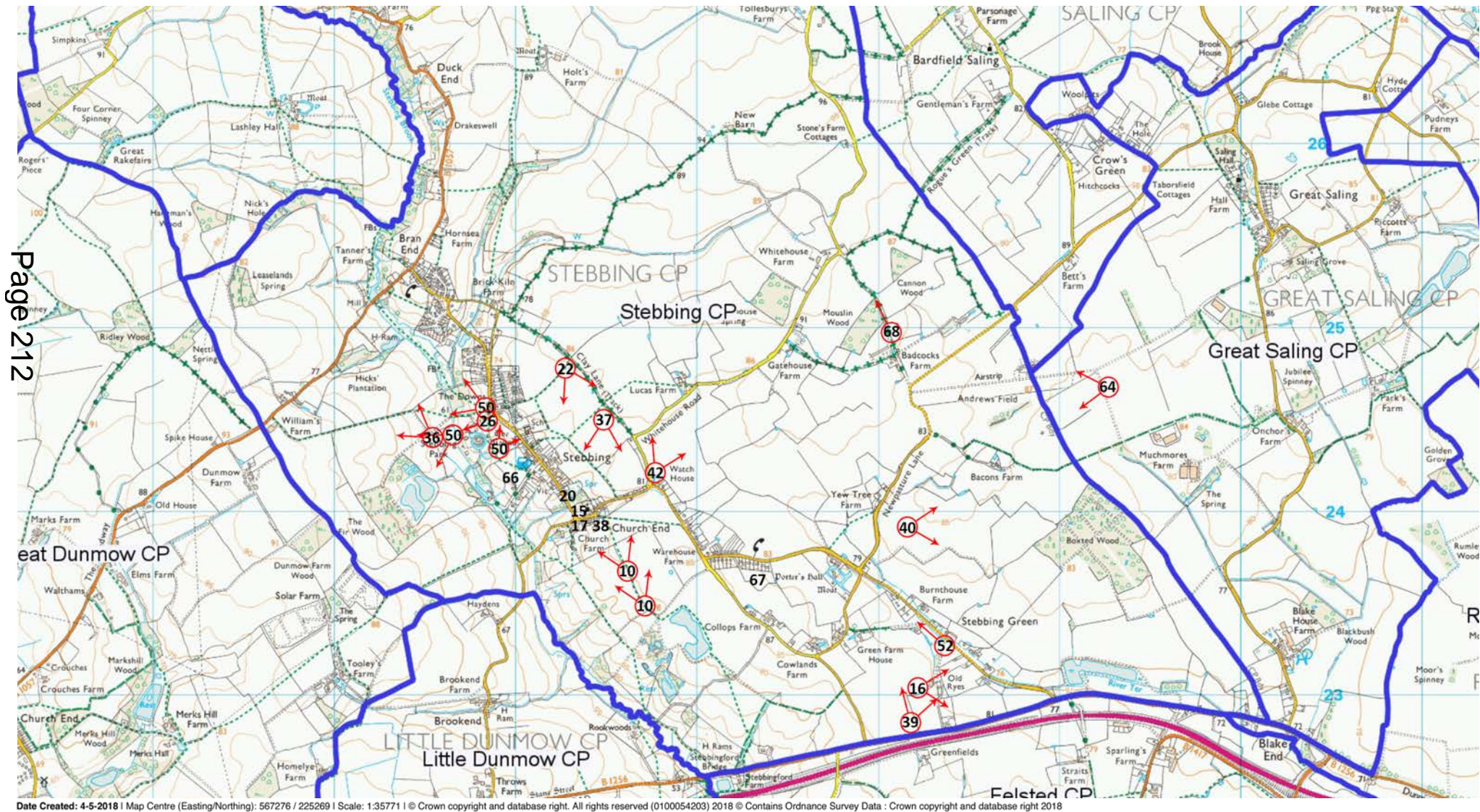
Date Created: 4-5-2018 | Map Centre (Easting/Northing): 567229 / 225111 | Scale: 1:24688 | © Crown copyright and database right. All rights reserved (0100054203) 2018 © Contains Ordnance Survey Data : Crown copyright and database right 2018

SMR 14408 - South of Lucas Farm  
 SMR 1259 - Porters Hall  
 SMR 8473 - Cropmarks SE of Yew Tree Farm  
 SMR 14090 - Andrewsfield WWII Airfield  
 SMR 1312 and 1313 - West of Collops Farm  
 SMR 1321 - South of Cowlands Farm  
 SMR 1238 and 1239 and 8001 - Stebbing Green Roman Mill  
 SMR 1240 - South of Boxted Wood

Map 6: Opportunities and Constraints Plan

CHAPTER FIVE: LANDSCAPE, THE COUNTRYSIDE AND THE NATURAL ENVIRONMENT

The photographs within this document provide views of Stebbing and its surrounds. The locations at which these photographs have been taken are identified by the page number of this document and as shown on Map 7 below.



Map 7: Photographic Viewpoint Locations



Photo 14. Views of the Stebbing Brook Valley North and West – a view of a rural meadow landscape and part of the upper Chelmer



Photo 15. Views of the Church– an impressive view of the dominating church and tower from the north east



Photo 16. View from Church End – a view of a rural landscape and the upper Chelmer Valley.



Photo 17. Views over Stebbing Green towards Boxted and Mouslin Woods – a view of woods and a rural buffer, previously subject to the proposed West of Braintree Garden Community



Photo 18. Boxted Wood (from the West)

## CHAPTER FIVE: LANDSCAPE, THE COUNTRYSIDE AND THE NATURAL ENVIRONMENT

### C. The views:

5.10 Protection/safeguarding of the views shown on Map 8 will:

- i) ensure that the community of Stebbing, made up of its core components, namely The High Street, The Downs, Bran End, Church End, Duck End, Warehouse Villas and Collops Villas, Whitehouse Road and Lubberhedges Lane and Stebbing Green, each maintains its local identity and character;
- ii) reflect the importance and impact of the Stebbing Brook and its valley form on the landscape, setting and character of Stebbing; and
- iii) protect important views of the rural landscape, heritage assets and woodland.

### National Policy Guidance

5.11 Since the main Questionnaire and publication of the Landscape Assessment, the Government published both in 2018 and subsequently in February 2019 revisions to the NPPF. The latter provides up-to-date guidance on conserving and enhancing the natural environment. The main points of significance to Stebbing are as follows:-

- Protecting and enhancing valued landscapes, sites and biodiversity or geological value and soils;
- Recognising the intrinsic character and beauty of the countryside, and the wider benefits from natural capital and ecosystem services – including the economic and other benefits of the best and most versatile agricultural land, and of trees and woodland;
- Minimising impacts on and providing net gains for biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures; and

- In the context of determining planning applications, development resulting in the loss or deterioration of irreplaceable habitats (such as ancient woodland and ancient or veteran trees) should be refused, unless there are wholly exceptional reasons and a suitable compensation strategy exists.

5.12 Additionally, paragraphs 99-101 of the NPPF provide guidance on the designation of Local Green Spaces through local and neighborhood plans. This allows communities to identify and protect green areas of particular significance. The local Green Space designation should only be used where the green space meets the criteria set out in paragraph 100, ie where it is:

- a) in reasonably close proximity to the community it serves;
- b) demonstrably special to a local community and holds a particular local significance, eg because of its beauty, historic significance, recreational value (including as a playing field), tranquility or richness of its wildlife; and
- c) local in character and not an extensive tract of land.

5.13 The Steering Group carried out a series of surveys of potential local green spaces for designation and followed the NPPF guidance. The details of the surveys and assessments are included in the document at EB17 to justify the proposed designations included in Policy STEB 3, and as shown on Map 9. Local Green Space, as designated on the Policies Map (17), will be protected and where possible, enhanced.

5.14 Taking into account all the above NPPF guidance and also the recommendations of the Landscape Appraisal, including the advice to provide a Green Buffer between Stebbing Green and Boxted Wood as key material considerations, justifies the following suite of policies relating to landscape, the countryside, the natural environment and local Green Space designations.



Photo 19. View looking towards Whitehouse Road

## CHAPTER FIVE: LANDSCAPE, THE COUNTRYSIDE AND THE NATURAL ENVIRONMENT

### Essex Green Infrastructure Strategy (2020)

5.15 The NP has taken into account the recommendation of Essex County Council (ECC) regarding the relevant guidance contained in the above document regarding public spaces. The purpose of the strategy is to take a positive approach to enhance, protect and create an inclusive and integrated network of high-quality multi-functional green infrastructure in Greater Essex. This acknowledges the many benefits provided by Green Infrastructure (GI), including contributing to an individual's health and wellbeing. As a consequence of ECC advice, core objective ii has been revised to refer to 'multi-functional green infrastructure' and a new Policy STEB2 has been added as follows:

#### STEB2 | Green Infrastructure and Development

Proposals will be encouraged that seek to conserve, and where appropriate enhance the green infrastructure of the Parish, demonstrating how they:

- Conserve and where appropriate enhance designated green spaces and/or create new green/open spaces where appropriate.
- Improve the connectivity between wildlife areas and green spaces through green corridors and/or improvements to the Public Rights of Way, and cycle and footpath networks.
- Enhance the visual characteristics and biodiversity of green spaces in close proximity to the development through biodiversity/environment net gain.
- Ensure their landscape schemes, layouts, access and public open space provision and other amenity requirements contribute to the connectivity, maintenance and improvement of the GI Network.
- Meet the ANGSt standards<sup>5</sup> and what they can do to address any local deficiency in provision of green space.
- Take into consideration the principles of Sustainable Drainage Systems (SuDs) and natural flood management techniques, which will enhance biodiversity and ecosystems.
- Consider the multi-functional use and benefits of local green spaces as part of the GI network.

Footnote 5: Natural England's ANGSt Standard guide can be viewed through the weblink below:  
[https://webarchive.nationalarchives.gov.uk/20140605111422/http://www.naturalengland.org.uk/regions/east\\_of\\_england/ourwork/gi/accessible\\_natural\\_green\\_spaces\\_standard\\_angst.aspx](https://webarchive.nationalarchives.gov.uk/20140605111422/http://www.naturalengland.org.uk/regions/east_of_england/ourwork/gi/accessible_natural_green_spaces_standard_angst.aspx) or [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/357411/Review8\\_Green\\_spaces\\_health\\_inequalities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/357411/Review8_Green_spaces_health_inequalities.pdf)

#### STEB3 | Identified Woodland Sites and Wildlife Sites

The Ancient Woodlands of Boxted Wood, Mouslin Wood, Nick's Hole and Fir Wood, important woodlands plus Local Wildlife Sites of high biodiversity value, as shown on Map 6, and historic hedgerows within the Parish and their settings are to be protected and any development which impacts upon them must contribute to, rather than detract from, their biodiversity and setting value.

#### STEB4 | Local Green Space

The following spaces, as shown on Map 9 and the Policies Map, are designated Local Green Spaces, in accordance with NPPF paragraphs 99-101, being considered to be demonstrably special to the Parish of Stebbing and accordingly justify designation. The proposed spaces are:

- a) Mill Lane Recreation Ground and Cricket Field
- b) Alcott Field (Recreational Area and Football Field)
- c) Pulford Field (Recreation Area and Football Field)
- d) Village Allotments (The Potton Memorial Allotment)
- e) Field opposite Stebbing Primary School
- f) Field opposite The Downs
- g) The Wildflower Meadow, Stebbing Green (Daphne Rogowski Bequest)
- h) Field at Bran End

Development proposals which would result in the loss of a Local Green Space or would adversely impact on the features that make it locally significant, will be refused unless very special circumstances can be demonstrated where the benefit of development clearly outweighs any harm and contributes to the function of that site.

#### STEB5 | Protection of Green Wedge

The area between Stebbing Green, New Pastures Lane, Boxted Wood and the Braintree District Council boundary, as shown on Map 6 and the Policies Map (Map 17), is designated as a Green Wedge where the open and undeveloped nature of the open valley side is to be retained in order to respect, preserve

and enhance the setting and distinctive character and appearance of the Stebbing Green Character Area, Boxted Wood, the listed heritage assets and Historic Environmental Record sites. It will also protect their individual identities from potential speculative major strategic development proposals. Development proposals will only be supported in the Green Wedge if they are accompanied by a Landscape and Visual Impact Assessment and a Heritage Impact Assessment that demonstrate:

- how the predominant open nature of the landscape is retained;
- that there is no harm to the setting of Stebbing Green; and
- that there is no harm to the setting of Boxted Wood ancient woodland.

### Policy STEB6 | Protected Open Gaps

The narrow open gaps separating the Character Areas of Bran End and Church End with The Core Village, as shown defined on the Policies Map (17) are important to retain in order to protect the individual identities and appearance of the three Character Areas and to prevent coalescence. Development proposals will only be supported in these designated Open Gaps if they are accompanied by a Landscape and Visual Impact Assessment and a Heritage Assessment that demonstrate:

- how the open nature of the gaps are retained; and
- that there is no harm to the setting and appearance and identity of each of the three Character Areas.

### Policy STEB7 | Important and Protected Views

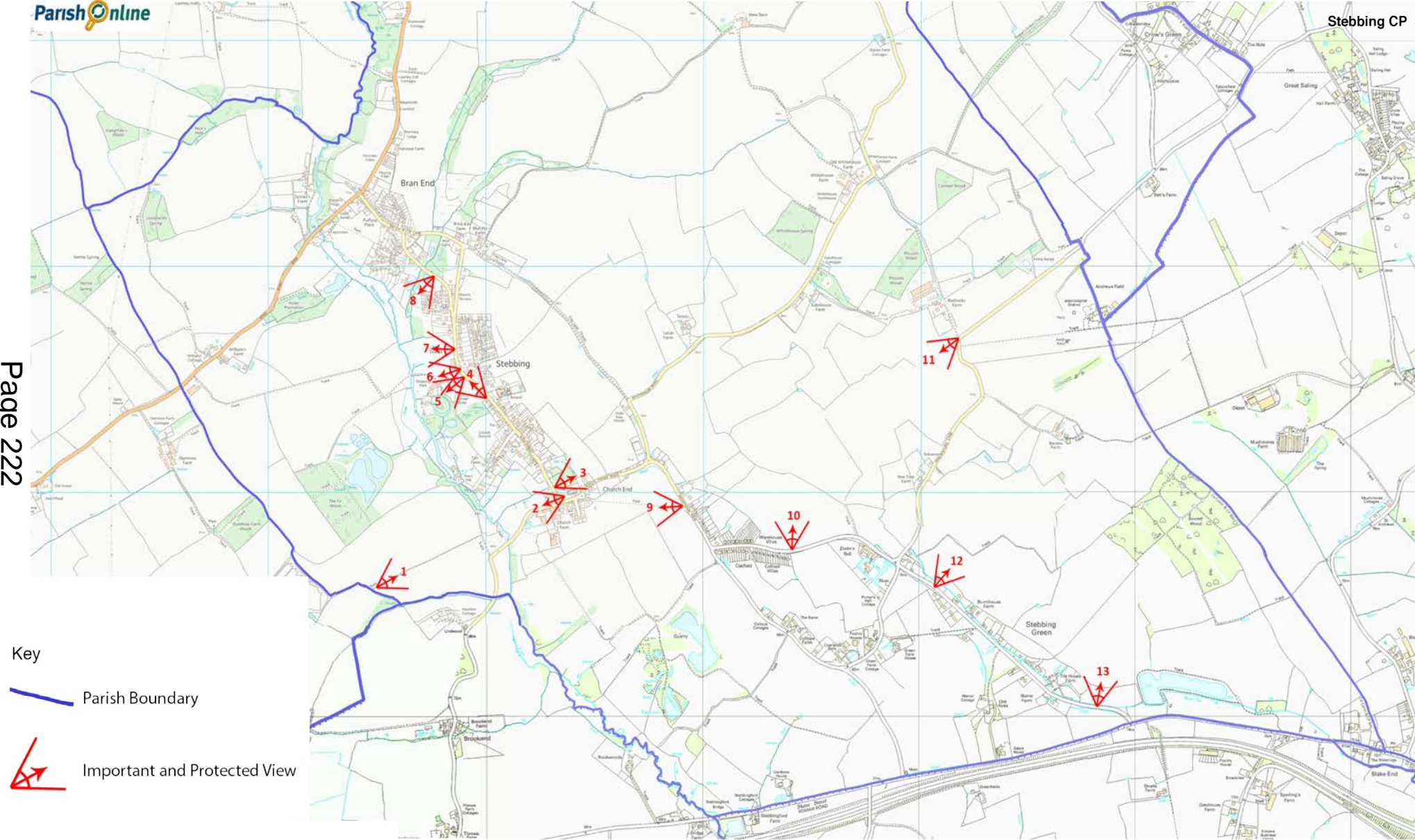
Development proposals must respect views in and out of the village that contribute to the setting and appreciation of the visual qualities of the historic core of the village, its setting and the surrounding landscape.

Development proposals must have regard to the Stebbing Landscape Sensitivity and Capacity Appraisal, March 2017. They will not be supported if they adversely

affect or harm the key views into and out of the historic core. The key important and protected views are shown on Map 8 and are as follows:

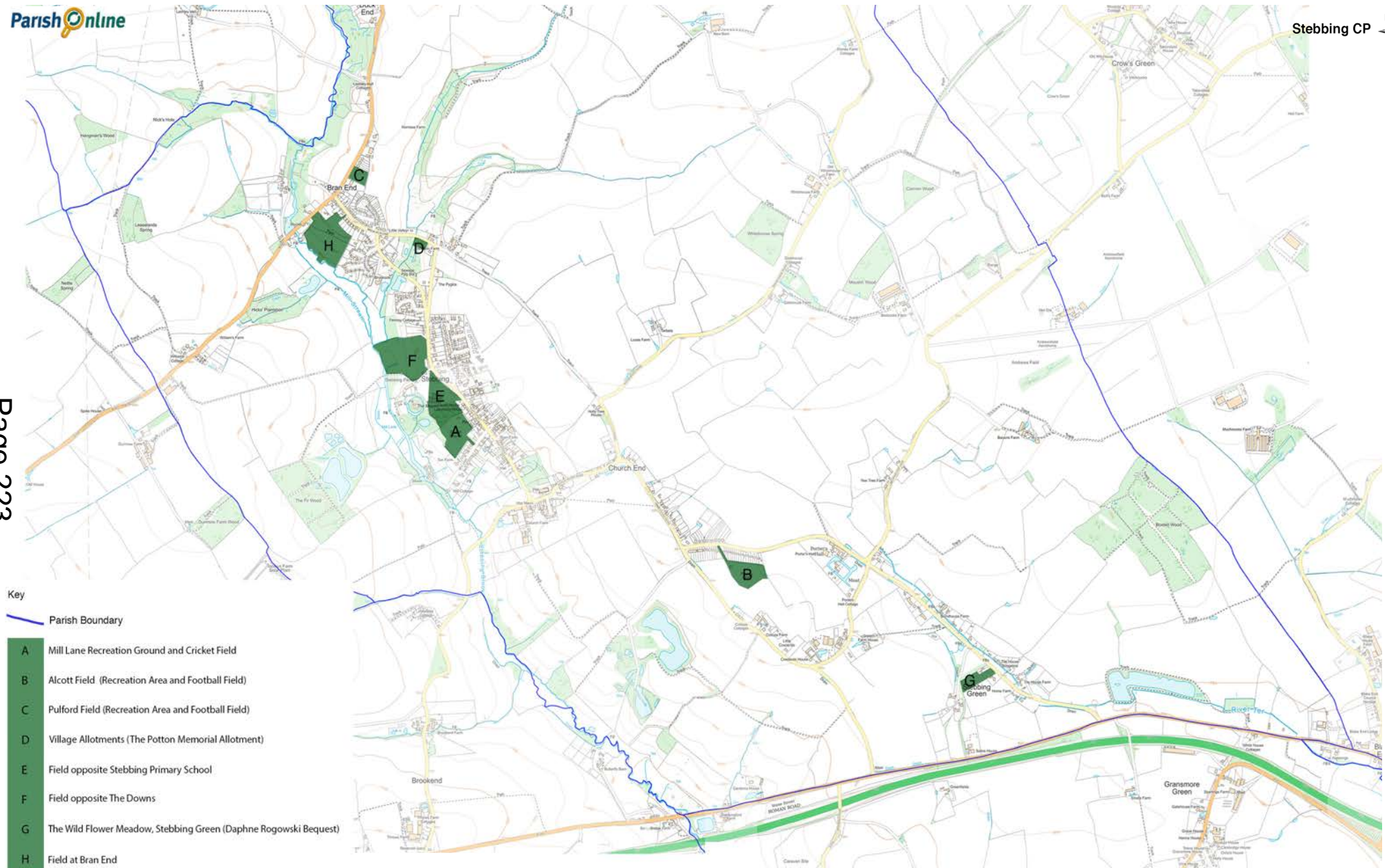
1. Panoramic view of Church End from Footpath 23
2. View from St Mary's Church yard towards valley of Stebbing Brook
3. View from east of High Street towards meadow separating Church End from Village High Street
4. View northwards from High Street towards The Downs
5. View from The Downs towards Stebbing Park
6. View from The Downs towards The Mount
7. View from The Downs towards valley of Stebbing Brook and Hicks' Plantation
8. View westwards from The Downs to ponds and valley separating Stebbing Village Core from Bran End
9. View from Footpath 22 westwards towards Church End
10. Panoramic view from Warehouse Road northwards towards Whitehouse Road and Andrewsfield
11. Panoramic view westwards from New Pasture Lane/Andrewsfield towards Warehouse Road
12. Panoramic view to north-east from Stebbing Green towards Andrewsfield and Boxted Wood
13. Panoramic view northwards from Stebbing Green towards Boxted Wood

Development proposals falling within these views will be expected to be accompanied by a Visual Impact Assessment.



Date Created: 1-5-2018 | Map Centre (Easting/Northing): 566230 / 224912 | Scale: 1:12348 | © Crown copyright and database right. All rights reserved (0100054203) 2018 © Contains Ordnance Survey Data : Crown copyright and database right 2018

Map 8: Important and Protected Views



Map 9: Local Green Space Designations

This map shows the Alcott Playing Field, a large green area in the center. To the north of the field is a residential area with houses and streets labeled 'Wine House', 'Waterside Villas', 'LB', 'Oakleaf', and 'College Villas'. A road labeled 'LB' runs horizontally across the top. A stream labeled 'LB' flows from the top left towards the bottom left. A small pond labeled 'Pond' is located to the right of the playing field. The bottom of the map shows a road labeled 'A10' and a small area labeled 'Sainsbury's'. The map is titled 'Alcott Playing Field' in the center.

[illegible]

© Crown Copyright and database right 2015. All rights reserved. 10000561901

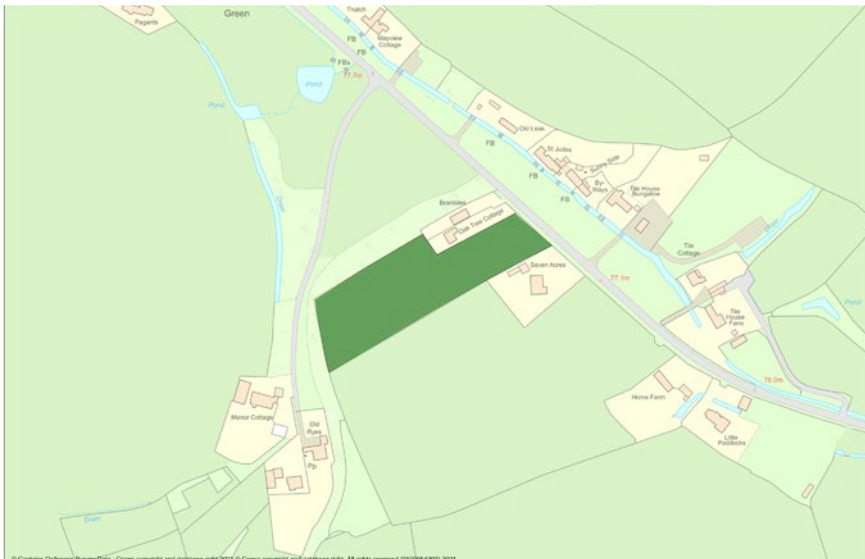
### Local Green Space Designations- Inset Maps



E - Field opposite Stebbing Primary School



F - Field opposite The Downs



G - The Wild Flower Meadow, Stebbing Green (Daphne Rogowski Bequest)



H - Field at Bran End

Local Green Space Designations- Inset Maps

## CHAPTER FIVE: LANDSCAPE, THE COUNTRYSIDE AND THE NATURAL ENVIRONMENT

5.16 The suite of policies is therefore justified in order to:

- i. Maintain the historic and visual separation of the important undeveloped gaps between the settlements of the High Street at the core of the Village, The Downs, Bran End, Church End, Stebbing Green and Duck End so as to reinforce the strong sense of place and respecting the open views prevailing. These separations are shown on the Policies Map (17) and cumulatively they create the unique and essential character of the settlement groups forming the village.
- ii. Maintain an area of separation by way of a defined continuous Green Wedge as shown on the Policies Map (17), lying to the north and south west of Stebbing Green, to be retained in use as agricultural land thus maintaining the landscape setting both of Stebbing Green and the core Village;
- iii. Respect local landscape quality ensuring that open views and vistas are maintained wherever possible from all angles and properly take into account the Stebbing Landscape Sensitivity and Capacity Appraisal;
- iv. Conserve or enhance heritage assets (including listed buildings) and their setting;
- v. Prevent impact on horizons taking into account building heights and design;
- vi. Retain existing trees and hedgerows, being an integral part of the landscape character;
- vii. Deliver enhancements to the landscape character;
- viii. Protect and enhance facilities for recreation, sport and play or important informal and formal open spaces and including Public Rights of Way, to benefit health and well being;
- ix. Safeguard the retention of Andrewsfield Airfield (to the extent within Uttlesford) for its historic interest and its community value as a flying and pilot training facility and Clubhouse facilities; and

- x. Reflect guidance prepared by ECC in the Essex Green Infrastructure Strategy (2020) to take a positive approach to enhance, protect and create an inclusive and integrated network of high-quality multi-functional green infrastructure, including their contribution to Residents' health and wellbeing.

5.17 There are 12 Local Wildlife Sites within the Parish shown partially on Map 6, which are as follows:

- Ufd260 Nick's Hole
- Ufd261 Hick's Plantation
- Ufd262 Poplar Farm, Duck End Special Roadside Verge
- Ufd265 Bran End Meadows
- Ufd267 Stebbing – Bran End Verge
- Ufd269 Bran End
- Ufd270 Stebbing- The Downs Protected Roadside Verge
- Ufd277 Lubberhedges Wood
- Ufd278 Whitehouse Spring
- Ufd279 Mouslin Wood
- Ufd280 Stebbing Green
- Ufd281 Boxted Wood

5.16 Additionally, there are three Important Woodlands as shown on Map 6.



Photo 20. Stebbing Green



Photo 21. Cricket Pavillion - Mill Lane



Photo 22. View Westwards from Footpath 10 towards Stebbing Brook



Photo 23. The Fir Wood, the valley form and Stebbing Brook- view to the west



Photo 24. View eastwards from Footpath 10 towards Stebbing Primary School

## CHAPTER FIVE: LANDSCAPE, THE COUNTRYSIDE AND THE NATURAL ENVIRONMENT

5.18 UDC has advised that a very small area of the southern-most area of the Parish, as shown on Figure 4 is situated within the identified Zone of Influence (ZoI) for the Blackwater Estuary Special Protection Area (SPA) and Ramsar site. This is a ZoI drawn to extend 22km from these European designations. Natural England (NE) advised all the local planning authorities affected by this and other such zones that any new residential development within the respective zones will have a likely significant effect on the sensitive features of the Estuary. As a consequence, a partnership of Authorities has produced the Essex Coast Recreational disturbance Avoidance and Mitigation Strategy\* Supplementary Planning Document. This document was published for consultation between 10 January and 21 February 2020 and the SPD is now adopted.

5.19 The purpose of the overall Essex Coast RAMs is an initiative to raise awareness of the birds that feed and breed on the Essex coast, so that people can enjoy the coast and its wildlife without disturbing the birds. The Zones of Influence - there are several such designations in view of the length and characteristics of the extensive Essex coastline - are areas identified by surveys to be where the majority of visitors travel from to the Designated Habitats Sites on the Essex Coast. New homes built within the zones are likely to lead to more people visiting the Designated Habitats Sites with a potential to have an impact on the birds. Developers of all new homes within the ZoI are required to pay a tariff per dwelling through planning obligations attached to planning permissions, to contribute to the Essex Coast RAMS. These contributions will be used to spend on necessary measures to mitigate the likely significant effects from recreational disturbance, in accordance with the requirements set out in the SPD.

5.20 NE has provided UDC with a template for the purpose of recording and assessing development schemes that fall within the Blackwater Estuary ZoI. This includes a flow chart which concludes that for schemes which are not directly adjacent to a European designated site and, provided the scheme is of 100 units or less, the scheme will not have adverse impacts on the integrity of the European sites provided that mitigation is secured via a *“proportionate financial contribution”* which is *“secured in line with Essex Coast RAMs requirements”*.

5.21 As a consequence of the above requirements, it is necessary for the NP to include an appropriate policy obligation requiring commitment to such contributions for any potential *“windfall”* applications that may come forward within the ZoI. None of the proposed site allocations are affected and in reality it is considered very unlikely that any such windfall sites would come forward within the very small area of the ZoI within the Parish, but the policy is required as a safeguarding measure.

### **POLICY STEB8 | Blackwater Estuary SPA and Ramsar site/Essex Coast Recreational disturbance Avoidance and Mitigation Strategy (Essex Coast RAMs)**

Any proposal for residential development that is located within the Zone of Influence of the Blackwater Estuary SPA and Ramsar site shall be accompanied by a project level Habitats Regulation Assessment which will demonstrate that the development proposal will have no adverse effects on the integrity of the European site; or, where subject to the requirements of the adopted Essex RAMs SPD, be subject to a financial contribution towards avoidance and mitigation measures as specified in the Essex RAMS SPD.

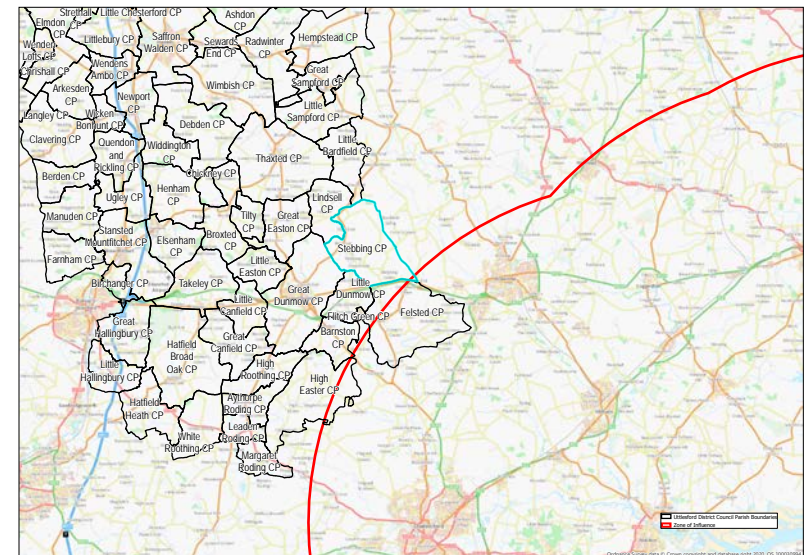


Fig 4: ZoI near Stebbing CP

\* normally abbreviated to "Essex Coast RAMs"



Photo 25. Stebbing Green - Pond

## CHAPTER SIX: HOUSING AND DESIGN

### A. Core Objectives

- Page 230
- i. To conserve and enhance the heritage and distinctive historic character of the Parish, its village, surrounding settlements and each of their respective landscape settings.
  - vii. To ensure that new housing and other forms of development meet the needs of the local parish community, including the need for affordable housing, starter homes, homes for older people and other specialist needs.
  - ix. To ensure that any new development is sympathetic to the character of the Parish in design and other matters and that it makes a positive contribution to its surroundings, with particular emphasis on small scale organic growth.
  - x. Reflect guidance prepared by ECC in the Essex Green Infrastructure Strategy (2020) to take a positive approach to enhance, protect and create an inclusive and integrated network of high-quality multi-functional green infrastructure, including the contribution to Residents' health and wellbeing.
  - xv. Overall, through the policies in this Plan, to balance meeting both the present needs of the Parish with the needs of the future in order to support a vibrant rural community by contributing towards promoting and achieving sustainable development.

### B. Delivering a sufficient supply of homes

6.1 The current adopted ULP 2005 does not provide a future housing requirement for Stebbing and in this respect its housing policies are out-of-date. The former draft ULP identified Stebbing as a "Type A Village", as it has a Primary School, a Public House and a Shop. It identified 19 "Type A Villages" wherein UDC proposed to allocate 169 new homes in new sites during the Plan period. However, the submitted draft ULP provided no further guidance as to the level of growth planned for Stebbing over and above the proposed allocation of a site for approximately 30 dwellings on land east of Parkside and to the rear of Garden Fields with vehicular access from The Downs. This reflected the planning permission for 30 houses granted in 2015 which are now completed at 'Ploughman's Reach'. This includes 22 market homes and 8 affordable. The overall

mix as agreed by UDC comprises:-

2	x	1 bedroom units
7	x	2 bedrooms
12	x	3 bedrooms
5	x	4 bedrooms
4	x	5 bedrooms

Two of the units are bungalows and two are flats. Of the affordable, 4 units are for affordable rent and 4 for shared ownership.

6.2 In addition to the Ploughman's Reach scheme there are currently extant planning permissions for a number of dwellings, as described in the evidence base (EB16). This includes the 17 new homes granted outline planning permission in December 2019, subject to completion of a s106 agreement on land east of Warehouse Villas. This comprises 7 affordable units and an overall indicative mix of 2 x 1 bedroom units, 7 x 2 bedrooms, 8 x 3 bedrooms.

6.3 In view of the fact that the adopted ULP does not provide a specific future housing requirement for Stebbing and the submitted LP has now been withdrawn, there is no strategic policy to guide a housing requirement for the NP. As such, the NPPF at paragraph 66 states that where it is not possible to provide a requirement figure for the neighbourhood area, the local planning authority should provide an indicative figure, if requested to do so by the neighbourhood planning body. This figure should take into account factors such as the latest evidence of local housing need, the population of the neighbourhood area and the most recently available planning strategy for the local planning authority. Accordingly, the Steering Group acting on behalf of the Parish Council formally requested from UDC an indicative housing requirement figure for the NP.

6.4 UDC responded on 17th July 2020 confirming that *“the Council currently considers that the indicative housing requirement for the NP area is **25 dwellings** between 2019 and 2033.”* The letter states that the justification for this figure, in the absence of a new LP and no newly emerging plan, relies on housing figures from the withdrawn LP. However, it continues that the principle of a settlement hierarchy based on the relative sustainability of settlements in the district is likely to be brought forward in the new LP and will guide the housing supply distribution to towns and villages and that development in less sustainable villages, like Stebbing, should be limited.

6.5 The letter states that based on the two applications referred to in paragraphs 6.1 and 6.2 above that bring forward 47 dwellings *“the requirement as set out in the withdrawn Local Plan has been met on sites of 6+ dwellings in Stebbing”*. It notes that the draft NP allocates a minimum of 19 dwellings and a maximum of 25 up to 2033 on top of the 47 dwellings that have been partially or fully built. It continues that the indicative figure of 25 dwellings will make more efficient use of land resources and therefore it is considered that the draft Neighbourhood Plan identifies sufficient supply to meet the current indicative housing requirement for the neighbourhood area. The UDC letter in full is included in Appendix C.

6.6 Having established the proposed 19 to 25 dwellings for allocation in this NP that derive from its preparation, and having taken into account the views of the local community and guidance from the then emerging ULP, the decision was taken that specialist expert advice should be sought. Both a heritage assessment and landscape appraisal, as described in Chapters 4 and 5, were commissioned to assess the potential environmental capacity for new development in the Parish. Additional account was taken of other factors including both the views of the Steering Group and an independent assessment of sites put forward in the various call-for-sites consultations. Various site options were assessed using well tested good practice procedures to judge whether sites were suitable, available and achievable, as set out in the Evidence Base (EB15). The assessment also included sites within the Parish contained within the UDC Strategic Land Availability Assessment (SLAA). The Steering Group also issued a specific Parish 'Call for Sites'

exercise in the period June - August 2018. A further 7 sites were put forward and evaluated. In total 21 potential sites that broadly met the NP Objectives and Vision were assessed by Urban Vision Enterprise CIC in April 2019 (EB15) on behalf of the Parish Council.



Photo 26. View of Converted Former Chapel (Mill Lane) into Residential Three Storey Town Houses, included in UDC Local Heritage List.

## CHAPTER SIX: HOUSING AND DESIGN

6.7 Of six sites put forward in 2015 to UDC in the Parish two were in respect of the substantial development (12,000 houses) at Andrewsfield and Boxted Wood comprising WoBGC, and four in respect of a total of 31 houses in the vicinity of the Village, of which UDC found only a site for 6 houses to be suitable and achievable. Subsequently, in August 2016, two further sites were put forward as available for residential development: 1) West of High Street/South of Downs Villas (Plot A) for 17 dwellings and 2) Land West of High Street, South of Falcons (Plot B) for 50 dwellings. Both sites were considered to be unsuitable because they would not contribute to sustainable patterns of development by introducing built form in important gaps on the west side of the High Street with views across the valley. Additionally, the second site was rejected because of the potential impact on being within 100m of a Scheduled Monument. Since these assessments were undertaken the same sites have been found to be demonstrably special to the Stebbing Community. They are found in the LGS assessment to meet the criteria for LGS designation and are proposed to be designated in the NP as LGS (the full LGS assessment can be found at reference EB17).

6.8 The Steering Group also considered the more recent growth of the village and both existing commitments and applications pending during the preparation of the Plan. It also examined the possibility of development being possible on brownfield sites, but apart from a few small scale opportunities to rebuild or intensify existing residential curtilages, there are no realistic sites likely to come forward in the Plan period.

6.9 Therefore, in order to achieve the wishes of local residents and to meet the future needs of the Parish, it is proposed to allocate a range of small scale sites – as opposed to a large estate-type development or series of larger site - as set out in Chapter 10 Housing Allocations.

### C. Design

6.10 Adopted Policy GEN2- Design as set out in the ULP 2005 provides general guidance and criteria relating to design. The Essex Design Guide for Residential and Mixed Use Areas has been adopted by UDC as supplementary planning

guidance. In addition, UDC has adopted the Essex Parking Standards 2009 that were subsequently revised by the Uttlesford Local Residential Parking Standards February 2013. This requires dwellings of 4+ bedrooms to be provided with 3 spaces per dwelling, excluding garages if less than 7m x 3m internal dimensions. The current Essex Design Guide 2018 (EDG) <https://www.essexdesignguide.co.uk/> is an interactive web-based design tool that receives ongoing updates to ensure the content remains contemporary and effectively responds to Government policy and the challenges and opportunities in Essex. This lays foundations to ensure that the EDG responds to emerging challenges around Ageing Population, Digital and Smart Technology, Health and Wellbeing, Active Design and Garden Communities. It also recognises the importance of Neighbourhood Plans and provides a key planning and design resource to help inform Neighbourhood Plans, and encourages best practice in the design and layout of residential development. Therefore, residential proposals within the area of this NP should follow the best practice in design and layout. However, such guidance and practice should not inhibit innovative and pioneering design solutions and each proposal should be considered and determined on its individual merits. The NPPF Section 12- 'Achieving well designed places' stresses the need to create high quality buildings and places which is fundamental to what the planning and development process should achieve. As stated, good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. The Government also published in October 2019 a National Design Guide (NDG) to supplement the NPPF, which sets out the characteristics of well designed places and demonstrates what good design means in practice. The latest iterations of the interactive EDG incorporate key guidance from the NDG and other national design guidance..

6.11 Policy STEB1: Respecting Stebbing's Heritage- Design and Character is the principal NP policy relating to design of development proposals in order to preserve and contribute positively to Stebbing's distinctive character. This is complemented by the following design-related policies.

## Policy STEB9 | Design Principles and Location of New Development

### 1. Development within defined development limits, allocated and infill sites

Proposals for new development that are of high quality design and in sympathy with the traditional built character of Stebbing will be supported where they are well-related to the existing pattern of development within:

- The defined development limits
- The allocated sites
- Infill sites

provided that the following criteria are met:

- a) they are in accordance with Policy STEB1 and relate well to its site and its surroundings;
- b) they make a positive contribution to the distinctive character of the village as a whole and contribute to local character by creating a sense of place appropriate to its location; and
- c) there would be no material overlooking, overshadowing of, or other overbearing effect on neighbouring properties.

Development proposals should be informed by 'Building for Life 12' and other good practice principles including the Essex Design Guide and 'Building with Nature'.

Design and Access statements submitted as part of a planning application should include a Visual Impact Assessment and Built Heritage Statement where the proposal is adjacent to or may harm or impact upon a heritage asset.

### 2) Development within the defined countryside

This part of Policy STEB9 provides additional and up-to-date guidance on those sites that are also subject to Strategic Policy S7- The Countryside of the ULP 2005. In order to protect the intrinsic character of the countryside, support will only be given to proposals that comply with the following categories of development:-

- Agriculture, horticulture, forestry;
- Outdoor recreation;
- Other uses which need to be located in the countryside, including infrastructure provision required by a utility company to fulfil their statutory obligation to their customers;
- Affordable housing on rural exception sites to meet an identified local need which cannot be met in any other way including some market housing necessary to secure the viable delivery of the affordable homes;
- Residential conversion of redundant or disused rural buildings, which will enhance their setting;
- Subdivision of an existing dwelling;
- Construction of new houses of exceptional design meeting the criteria set in paragraph 79e of the NPPF;
- Conversion of the existing buildings and the erection of well-designed new buildings for business uses;
- Infilling of small gaps in small groups of houses where development would be in character with its surroundings and with limited impact on the countryside; and
- Priority will be given to new development on Previously Developed Land, as defined in Annex 2: Glossary of the NPPF 2019.

## CHAPTER SIX: HOUSING AND DESIGN

### Meeting Local Needs

6.12 Policy H2 of the withdrawn ULP sets out a policy for housing mix across the district. The results of the Parish Questionnaire highlight the importance that the NP provides for a choice and mix of housing across the Parish in order to meet needs and create a balance in relation to both choice and the mix of supply. The UDC Strategic Housing Market Assessment (SHMA) evidence identified specific mix requirements for the district as a whole for both market and affordable housing. It concluded that the majority of need for market housing is for 3 and 4+ bedroom houses whilst the need for affordable housing units is for 2 and 3 bedroom houses. Proposals that comply with the Government's First Homes scheme will be supported where appropriate.

### **Policy STEB10 | Meeting Local Needs**

Proposals for new housing development over 2 units should seek to include a mix of houses in size and type to reflect the existing and projected needs in the village. Particular support will be given to proposals which deliver low-cost market housing as well as the needs of young families requiring 2 and 3 bedroom homes, together with meeting the needs of a growing ageing population in the Parish and the corresponding need for more homes suitable for lifetime occupation. Support will therefore be given to housing that is designed and constructed in a way that enables it to be adapted to meet the changing needs of its occupants over time, and that is compliant with the Building Regulations Part M4(2) and (3) standards.

6.13 Policy H6 of the withdrawn ULP sets out the percentage of on-site affordable housing that will be required throughout the District based on evidence from SHMA. This evidence is still relevant to this NP. An off-site contribution is not generally supported since the funding can often be diverted to projects elsewhere in the District, which provides no benefits to Stebbing residents. For this reason, STEB11 regards an off-site contribution as only being applicable in exceptional circumstances. In such cases, it is for the Applicant to demonstrate a suitable site or project as the recipient of the off-site contribution.

### **Policy STEB11 | Affordable Homes**

Affordable housing will be provided in accordance with Uttlesford DC current policy on Affordable Housing. This requires development on sites of 11 dwellings or more to provide 40% of the total number of dwellings as affordable dwellings on the application site and as an integral part of the development.

In exceptional circumstances, where the above requirement cannot be achieved, off-site provision and/or commuted payments in lieu of on-site provision may be supported where this would offer an equivalent or enhanced provision of affordable housing.

6.14 The tenure mix of affordable housing should reflect the most up to date Stebbing Parish local need evidence and viability on individual sites. It is proposed to explore with UDC the potential for a proportion of all new affordable housing in the Parish to be subject to local connection and to satisfy UDC's Local Connection Eligibility Criteria.

### Climate Change

6.15 All development within the Parish is expected to address the challenge of climate change and flood risk as advised in Chapter 14 of the NPPF. This will involve making best use of sustainable design and construction techniques, minimising the use of resources, mitigating against and being resilient to the impact of climate change and aim to be carbon neutral.

6.16 The ECC MLP and WLP also provide guidance with regards to sustainable development and in particular site construction and the generation of waste. For example, MLP Policy S4-Reducing the use of mineral resources, is a key policy that requires development proposals to demonstrate how mineral waste is minimised on sites, and is re-used and recycled through various measures set out in the policy.

### Policy STEB12 | Sustainable Design and Construction

Proposals for new development shall, where appropriate:

- embed sustainable design and construction techniques;
- seek to optimise energy efficiency and target zero carbon emissions;
- adopt innovative approaches to construction of low carbon homes, including construction to Passivhaus standards;
- comply with relevant policy guidance of the MLP and WLP relating to sustainable development, including site construction and generation of waste; and
- provide systems that reduce water consumption and seek the re-use of grey water.

### Flood Risk and Surface Water Management

6.17 New development should employ best practice approaches to Sustainable Drainage Systems (SuDS) involving a sequence of planted and constructed features designed to store and slow rainwater run-off by mimicking natural drainage. Other mitigation measures include active rainwater harvesting from roofs into water butts, soakaways, swales, rain gardens, greenfield run-off and permeable surfaces. These measures are designed to collect and hold water and then allow it to seep back into the ground or to water plants at a reduced flow rate.

6.18 ECC, as the Local Lead Flood Authority for Essex, has published guidance in SuDS Design Guide 2020 <http://www.essexdesignguide.co.uk/suds>, which should be referenced for the design of new development to manage flood risk and drought mitigation.

6.19 It should also be noted that the Environment Agency has advised that the NP area lies over a groundwater source protection zone. Therefore the sites proposed for allocation and other development proposals should comply with the NPPF requirement for dealing with land contamination (paragraph 178) and, where appropriate, carry out a Preliminary Risk Assessment to accompany planning applications.



Photo 27. Recent (2016) Housing development on High Street (south side); to left- house new build and right - reconstruction and extension



Photo 28. View towards High Street – looking east adjacent to the Downs



Photo 29. Recent (2016) redevelopment of agricultural barn (New Pastures Lane)

### Policy STEB13 | Managing Flood Risk and Drought Mitigation

To reduce the potential for flooding to occur in Stebbing Parish and mitigate against drought events, development proposals should:

1. Not increase flood risk (including fluvial and surface) on site or elsewhere;
2. Where possible, use effective existing or innovative technology construction and design techniques to reduce the risk of flooding, mitigate any impact of flooding and minimise surface water run-off;
3. Where ground conditions allow, ensure that sufficient hard external surface areas are permeable or that run-off water is collected by effective infiltration systems;
4. Where possible, collect and recycle grey water and incorporate water storage measures or 'rainwater harvesting' for high volume rainfall events and to minimise surface run-off;
5. Maximise opportunities to reduce the causes and impact of flooding through appropriate Sustainable Drainage Systems (SuDS). All SuDS proposals should be accompanied by a comprehensive management plan setting out the long term maintenance of and responsibility for SuDS features; and
6. Where possible include tree and shrub planting to reduce run-off, particularly along field boundaries.

### Policy STEB14 | Renewable Energy

Individual development or community-led renewable energy schemes will be encouraged within the neighbourhood plan area, including micro-hydro, photovoltaic or bio-mass projects, subject to the following criteria for the proposed development:

- The siting and scale are appropriate to its setting and position in the wider landscape;
- It does not give rise to unacceptable landscape or visual impact, either in isolation or cumulatively with other development;
- It does not harm the setting of listed buildings or other heritage assets;
- It does not create an unacceptable impact on the amenities of local residents; and
- It does not have an unacceptable impact on a feature of natural or biodiversity importance.

### Renewables

6.19 Sustainable design and construction also involved use of renewable energy for domestic and commercial developments, such as solar panels, wind turbines, battery pods and community renewable heat initiatives.

## A. Core Objectives

- vi. To maintain and support the existing strong sense of community in the Parish by retaining existing and encouraging additional community infrastructure, including the community store, the primary school, the village hall, the Church, the White Hart Public House and its other sports and recreational facilities.
- vii. To retain and encourage new and diversified rural employment and support services where possible; to encourage homeworking and small scale local businesses.
- ix. To ensure that any new development is sympathetic to the character of the Parish in design and other matters and that it makes a positive contribution to its surroundings, with particular emphasis on small scale organic growth.
- xiv. Overall, through the policies in this Plan, to balance meeting both the present needs of the Parish with the needs of the future in order to support a vibrant rural community by contributing towards promoting and achieving sustainable development.

Page 237

## B. Socio-economic Profile<sup>6</sup>

7.2 Parish residents are economically active and 249 are economically inactive. As Stebbing is a rural parish, it has very little light industry or commercial businesses, other than various small businesses run from homes of local residents, residential builders and specialist restorers, farming and farm related businesses such as animal feeds and equine suppliers. Some located within the Parish are business premises operating from farms, converted agricultural buildings and workspace within private homes.

7.2 Approximately 20 small businesses based in the Parish are run from home and approximately 70 residents are full and part-time home-workers. The poor quality of internet speeds and mobile phone coverage is seen as a hindrance to these businesses and in the responses to the Main Survey Questionnaire, 90% of residents raised this as a concern.

7.3 The village is a relatively affluent community with a total estimated weekly household income of £790, which is over 12% greater than the average for Essex. There is a high level of commuting in Stebbing. At the time of the 2011 Census, 50% of the working population travelled to work by car, with nearly 16% of

employed people travelling more than 40km to do so.

7.4 However, the Covid-19 pandemic and Government requirement that all but essential employees work at home during the lockdown is likely to result in cultural change in the future working environment, with many people continuing to work from home for large proportions of time. The balance between the time working at home and travelling to workplace post lockdown will vary in each individual case between employer and employee, but there is likely to be a greater demand for improved workspace and appropriate facilities at home than before the pandemic. This has implications for future housing design. Homeworking also creates a number of benefits:

- It reduces travel and commuting to work, thus reducing traffic and carbon generation;
- It supports local services, such as the Village store and other facilities; and
- It encourages neighbourliness and community spirit through more social integration.

7.5 The Parish has a low unemployment rate as 69.7% of residents aged 16-74 are in employment, with only 2% of the population claiming Universal Credit. While the main employment sectors given are retail, education and construction, over half of those employed are in managerial, professional, or associate professional occupations. 16.7% are self-employed and 7.3% are home workers. Education levels are high with 34.1% of residents being educated to degree level (compared with the Essex and National equivalent statistics being 23% and 27.4% respectively).

7.6 From 1st September 2020 a number of changes to the Use Classes came into force<sup>7</sup>, which broadened the range of uses in a new Class E comprising commercial, business and service uses, whereby changes of use within the same class do not require planning permission.

Footnote 6 : Source: 2011 Census and RCCE Rural Community Profile for Stebbing. October 2013 (EB10)  
Footnote 7 : through the Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020

## CHAPTER SEVEN: THE ECONOMY

### Policy STEB15 | Supporting the Local Economy – Small Scale Employment Space

Development proposals which provide expansion or new small scale floorspace for Class E commercial, business and service use, will be supported where they will not cause detriment to the amenity of the surrounding area including the following:

- Conversion of an existing building or buildings subject to the impact of this provision on the highway network and parking;
  - Within or close to, the defined settlement boundary of Stebbing/Bran End, new small scale Class E buildings will also be supported, subject to adequate access, parking and servicing facilities;
  - New housing proposals should, where appropriate, provide space and facilities for home working;
- Extensions to existing dwellings, or conversion of outbuildings or construction of small scale annexes within the curtilage of the dwelling, which provide facilities for home working will be supported provided the proposals are consistent with other relevant policies in this Neighbourhood Plan. Proposals for larger scale employment space will be considered on their individual merits and in accordance with other relevant policies in this Neighbourhood Plan.

### C. Technology and Communications

7.7 Slow internet speeds within the parish hinder both small business and home-workers. UDC and Essex County Council have arranged for Gigaclear to extend a fibre internet network to those parts of the village that are without this service. Additionally it is proposed to investigate with the current provider (BT) actions that can be taken to improve performance and the possible costs involved.

### Policy STEB16 | Communications

Fibre cables should be installed in all new residential, retail and commercial premises to enable a superfast broadband connection.

### D. The Rural Economy - Agriculture and Farming

7.8 The Parish has a high proportion of very good quality versatile Grade 2 farmland which should be protected as an important natural resource and how it is used is vital to sustainable development. It has an important economic value to the area and serves to create and preserve an attractive rural landscape. The UDC Local Plan 2005 Policy SP7 – The Countryside applies to all those areas beyond the Green Belt that are not within the settlement or other site boundaries. Planning permission will only be given for development that needs to take place there, or is appropriate to a rural area. As such there is no need for a separate policy in this Plan. However, this Plan sets out the following general policy relating to agricultural and farming.

### Policy STEB17 | Farm Diversification/Improvement

Where applications are necessary for farm diversification or improvement that will demonstrably improve farm sustainability and/or increase employment opportunities, they will be supported where they sustain and are not detrimental to local landscape character and heritage and they should be in accordance with other policies in this Plan.

### E. Tourism

7.9 Whilst little traditional tourism exists in the Parish, the area is very popular with walkers, cyclists, horse riders and joggers, particularly in the summer months. Walking Groups from neighbouring towns and communities are frequently to be found taking advantage of the extensive network of footpaths and bridleways. The historic and landscape qualities of the routes receive very positive reviews in the pictorially illustrated Essex Walks Series.

7.10 Several regular organised events, such as the annual Remembrance Sunday 10 mile road race, the bi-annual open garden events and annual Tractor Rally, all attract a number of visitors who often spend time and money in the Village Pub and Community Stores. They also attract support from Residents enlivening a sense of community and collective activity. The Community Stores now operates successfully and profitably as a volunteer driven concern.

**Policy STEB18 | Tourism**

Proposals that contribute to the tourism appeal of the immediate area and create and/or enhance visitor attractions will be supported, together with the provision of new facilities that can benefit local residents, and where they are consistent and do not conflict with the overall policies in this Neighbourhood Plan.

## CHAPTER EIGHT: COMMUNITY AND WELL-BEING

### A. Core Objectives

- vii. To maintain and support the existing strong sense of community in the Parish by retaining existing and encouraging additional community infrastructure, including the Community Store, the village Primary School, the village hall, the Church, the White Hart Public House and its other sports and recreational facilities.
- xiii. To balance the amount of new development with the capacity and potential expansion of the village Primary School to meet the primary school education needs of the Parish
- xiv. Overall, through the policies in this Plan, to balance meeting both the present needs of the Parish with the needs of the future in order to support a vibrant rural community by contributing towards promoting and achieving sustainable development.

### Community Health and Leisure

- 8.1 There is strong community support for the safeguarding the village community assets, which include:

### C. Clubs, Societies, Sport and Leisure

8.2 Stebbing has a large number of active clubs and societies, catering for the wide-ranging interests of the Residents (and in some instances, for example, Judo, for those who live elsewhere), both sporting and otherwise. Extensive use is made by them of the indoor and outdoor facilities which lie in the centre of the Village or within easy walking distance of it.

8.3 Overall, there are 25 Clubs and Societies, many of which have been in continuous operation for several decades. Their importance was considered in the responses by the Residents to the Main Questionnaire and most were considered to be of considerable importance to them. It is believed that the range and composition of the Clubs and Societies, appealing to many different interests and age groups, go a long way to maintaining the social cohesion and providing the mutual support which exists within the Parish and is appreciated as part of our rural village life.

8.4 The list and venues utilised for sport and recreation is as follows:

#### Venue: Pulford Field

- Children's play equipment
- Adult gym equipment
- Football Goals

#### Venue: Mill Lane Field

- Cricket Club
- Children's play equipment
- Adult gym equipment

#### Venue: Village Hall

- Badminton – afternoon club
- Badminton – evening club
- Carpet Bowls – afternoon club
- Carpet Bowls – evening club
- Garden Club
- Local History Society
- Judo Club - Junior and Senior
- Ladies Group
- Little Harts pre-school group
- Over 60s x 6mths p.a.
- Pilates
- Friday Morning Market
- Scouts
- Village Hall Committee

#### Venue: The White Hart PH

- Various events

#### Venue: Tennis Club

- Tennis Courts (with flood lights)

#### Venue: Andrewsfield Aerodrome

- Milibar

#### Venue: The Church - St Mary's, the Virgin

- Bellringing
- Scamps
- A wide range of clubs and activities for all sectors of the community

#### Venue: Alcott Field

- Football Pitches
- Children's Play Equipment

#### Venue: Bowling Green

- Bowls Club

#### Venue: Friends' Meeting House

- Parish Council Meetings
- Rainbows
- Over 60s x 6 months p.a.
- Yoga
- Dorcas Society

#### Venue: Scout Hut

- Beavers
- Cubs
- Scouts
- Guides
- Guides – Senior Section

### D. Facilities

8.5 The spiritual needs of the Parish are looked after by the Clergy of the Church of St Mary the Virgin, which has an active and large congregation. The Church provides a wide range of facilities for the whole community and different age groups. A new car park to serve the Church is being constructed in a field opposite the Church, formerly used as grazing land.

8.6 The Village is served by one public house, The White Hart, located in the middle of the High Street adjacent to Mill Lane, which is in the non-tied private ownership of the Landlord. It is a listed building and has its own car park at the rear off Mill Lane. This represents a very important feature of village life and is regarded as such by Residents in their responses to the Main Survey, even by those who do not use its facilities. Cooked food, prepared on the premises, is served at The White Hart.

8.7 The village/community shop, Stebbing Community Stores, is also located in the High Street and is operated daily by a rota of volunteers, supported by an employed professional retailer. After a period of closure, it was reopened in August 2013 with the financial support of Rural Community Council of Essex and an unsecured loan of £30,000 from residents (now repaid).

8.8 The Parish has only one Allotment Ground, located in Brick Kiln Lane, with all 10 plots under cultivation. There is a waiting list of applicants. The Ground is rented to the Parish Council by its owner. It is surprising that there are no other allotment plots in a village such as Stebbing, which historically until the 1960s had other more extensive allotment grounds on land which was the subject of the housing development at Garden Fields. The Allotment Ground is the subject of designation as a Local Green Space.

8.9 Andrewsfield is a popular location for Residents and visitors to the Parish alike to visit, by foot, bicycle and car. Reaching it by foot and bicycle is easy and very pleasant as it can be reached by the footpaths, green lanes or byways radiating eastwards from the Village. The Clubhouse, containing a Café (serving hot and cold meals) and Bar (serving hot and cold drinks), operated by the Andrewsfield Flying Club, is open to all. It contains a historical display and

memorabilia of the first WWII US base in the UK, recognising the activities of the USAAF 322nd Bomb Group and their Marauder aircraft when they were based there during 1942-1944. It is regarded by Residents in their responses to the Main Questionnaire as important.

8.10 UDC in July 2018 designated Andrewsfield Club House and car park, as an Asset of Community Value (ACV). As referred to in paragraph 5.7, following applications by both Stebbing and Great Saling Parish Councils, UDC and BDC designated Andrewsfield runway and aircraft parking areas as an ACV in June 2020.



Photo 30. Andrewsfield – view west towards village of Stebbing

### E. Education

8.11 Stebbing Primary School is a rural village school located in the High Street and is centrally located within the Parish. The main building, and its adjacent car park for staff use, is of Victorian appearance but there are additional teaching and other buildings to the rear which have been constructed in the past three decades and lead to large playing fields/areas. Demountable buildings are in use from time to time to meet peaks in pupil numbers.

## CHAPTER EIGHT: COMMUNITY AND WELL-BEING

- 8.12 There is a Montessori pre-school located within the Primary School for children between the ages of 2-5 which is open daily during term time. The Primary School received a 'good' rating from OFSTED in October 2017 following an inspection. There are currently 140 primary school pupils between the ages of 4-11, of mixed gender in 5 classes covering years 1 to 6. The majority of pupils are from Stebbing Parish but the catchment area spreads as far as Lindsell (in the North) and Felsted (in the South) and currently the School is full. Essex County Council increased its capacity to 210 pupils from September 2020 with the addition of two new classrooms.
- 8.13 The attractiveness of the School is a reason frequently given by many families opting to move to the Village. The transport of pupils from outside the village generates vehicle traffic and gives rise to considerable congestion at peak times, which is beyond the scope of this Plan to control.

### Community Wellbeing and Health Care

- 8.14 Apart from all of the above facilities under Points A-E, all of which promote and cater for community wellbeing, the Covid-19 pandemic has demonstrated the vital contribution and benefits that the Public Rights of Way network has given Residents for exercise and respite during the lockdown.
- 8.15 The number of Residents claiming Disability Allowances or living with a long term illness is both below the national average. There has been some small scale growth in population since 2011 and the village appears to be attracting a number of young families from towns and cities, in search of a more tranquil and rural way of life.
- 8.16 The village is served by four NHS dispensing doctors' surgeries, two in Great Dunmow, one in Finchingfield and one in Thaxted, all of which provide a full range of primary care. Although there is a limited bus service to Finchingfield, there is no scheduled bus service to Great Dunmow and a car is in effect essential to access any of the practices at convenient appointment times.

- 8.17 The main hospitals are at Broomfield, Chelmsford, The Princess Alexandra in Harlow and Addenbrookes in Cambridge. Smaller community hospitals in Saffron Walden, Bishop's Stortford and Braintree, provide specialty care and secondary services. Some "Park & Ride" schemes help with travel to hospital services, but car travel is still necessary for the major part of the journey and residents often are obliged to rely on neighbours and friends for transportation help.

- 8.17 One of Stebbing's strongest human assets is its sense of community. The village 'Meals on Wheels' service, with the food being prepared, cooked and delivered by volunteers using their own kitchens and cars, has run for over sixty years. The Community Store has a paid part time manager, but its staff and management team are all unpaid volunteers. The Parish magazine, "Stebbing Scene" is published quarterly and delivered free of charge to every household and business in the village which keeps Residents informed of events, tradespeople, businesses and community news.

- 8.19 St Mary's Church has a thriving and enthusiastic congregation and the Dorcas Society, a non-sectarian group, provides friendly support to people who are unwell or indisposed.

### Policy STEB19 | Protection and Provision of Open Space, Sports Facilities and Playing Pitches

Existing facilities for recreation, sport and play together with formal and informal open space, as shown on the Policies Map (17) will be safeguarded from development unless it is ancillary to and improves the existing facilities. This includes the protection and enhancement of the Public Rights of Way network.

New development will be required to make appropriate on-site provision or make financial contributions for off-site provision in accordance with UDC policy requirements.

### Policy STEB20 | Protection of Leisure and Community Facilities

1. Locally valued community facilities, including Stebbing Primary School (and pre-school), will be protected from loss. Proposals for the redevelopment or change of use of locally valued community assets will only be supported where:-
    - i. There is no reasonable prospect of viable continued use of the existing building or facility and a need is demonstrated for the proposed change;
    - ii. There is no adverse impact on the natural and built environment of the adjoining area;
    - iii. The premises or site cannot be readily used for, or converted to, any other community facility; and
    - iv. The facility or service which will be lost will be adequately supplied or met by an existing or new facility in the locality which shall be equivalent to or better than the facility that is being lost in terms of both quantity and quality.
- Development proposals for new, replacement, extended and/or improved community facilities and open space will be supported where:-
- i. The proposal would not have significant adverse impact on the amenity of nearby residents;
  - ii. The proposal would not have significant adverse impacts on the surrounding local environment (with regard to biodiversity, wildlife habitat and landscape character);
  - iii. The proposal would not have unacceptable impacts on the local road network (with regard to additional traffic volume/congestion, demand for parking, and pollution levels); and
  - iv. It is easily accessible to residents.

### Policy STE21 | Health and Medical Care

Development proposals will be supported which provide:-

- Specialist and adaptable housing, to enable older people and the disabled to remain in their own homes for as long as possible.
- Care homes (nursing and personal care) and where they are consistent with other policies in this Neighbourhood Plan.

The provision of a new healthcare facility is supported, should this be promoted by an approved Healthcare provider.



Photo 31. Recreation Ground, Mill Lane – view from South



Photo 32. Alcott Field - Play Equipment



Photo 33. Lubberhedges Lane - Protected Lane

## CHAPTER NINE : TRANSPORT

### A. Core Objectives

- v. To preserve the character of the quiet roads and lanes within the Parish for their continued safe use by walkers, cyclists and horse riders.
- x. To address highway safety and parking issues, improve the potential for movement by non-car modes, including walking, public transport, cycling and improve the bridleway network.
- xii. To explore with ECC Highways Authority and UDC ways to improve transportation access for all residents to appropriate education and health services.
- xiv. Overall, through the policies in this Plan, to balance meeting both the present needs of the Parish with the needs of the future in order to support a vibrant rural community by contributing towards promoting and achieving sustainable development.

9.1 Stebbing has no railway links and there is a very limited and inadequate bus service. Two buses serve Stebbing but there is no designated bus stop nor shelter. The No 16 service bus runs to/from Chelmsford and Wethersfield four times per day Monday to Saturdays and the No 417 service bus runs to/from Saffron Walden and Finchingfield once a day Monday to Friday (during term time and at School times only).

9.2 The two towns nearest to Stebbing, Great Dunmow and Braintree are not connected by bus service to/from Stebbing. The nearest train stations are at Braintree, Stansted Airport, Chelmsford and Bishop's Stortford but there is only bus transport to Chelmsford Station via the No.16. However this is very limited leaving Stebbing at 0712 and returning back at 1850 which does not offer sufficient frequency nor flexibility for those working in Chelmsford or for rail commuters using Chelmsford Station.

9.3 The Bus route No 417 to/from Saffron Walden currently operates only once a day at school times but this would be a very beneficial service to residents if it was more frequent. The Bus 133 route runs from Braintree to Stansted Airport along the B1256, and it is proposed to investigate with the bus company to see if

they could extend its route to include Stebbing. Likewise, enquiries will be made to investigate the possibility of the X30 bus service to/from Stansted and Great Dunmow/Felsted being routed via the Village. There are residents working at the airport and Braintree and it would be a great advantage if there were to be connections to both locations. It would be of benefit if bus timetables, mini bus and community travel contact details were more easily accessible via a village web site where all local information could be available.

9.4 In the 2011 Census, only 3 people (0.4%) are recorded as travelling to work by bus, while 50% of the residents travel to work by car, 11 by train (1.5%) and 10 people walk (1.4%) to work. 7.3% of the people in Stebbing worked from home compared with 3.6% in Essex and 3.5% in England. 15.8% travelled 40 km to work (11.1% Essex, 4.9% England) and 6.1 % travelled less than 24km to work compared with 17.8% in Essex and 20% in England\*. In 2011, only 3.4% of households had no vehicle availability. The Neighbourhood Plan survey (2017) showed this currently to be even lower.

9.5 Like many rural and historic villages, Stebbing has narrow roads and lanes, often without any pavements. Inappropriate parking is often a problem in the village, particularly in the vicinity of the Primary School at school drop off and collection and at Church End at Church service times. Considerate parking is necessary for the safety of everyone. The Parish does not currently have a public electric vehicle charging point.

9.6 Three roads leading northwards from the B1256 enter the village and they are all rural lanes, with Collops Lane being a single track with passing places. The west side of the village is accessed at Bran End from the B1057 and enters via Brick Kiln Lane.

9.7 During a Traffic Assessment carried out in 2016 by Essex Highways, it was found that there was good compliance with the 30mph speed limit, with the exception of traffic along Brick Kiln Lane and The Downs, and this suggests that north bound traffic has reached a level and speeds justifying intervention by Essex Highways by way of additional automated speed warning signage or traffic calming measures. In recent times, since the construction of the dualled A120, roads

(\*Source: Working from home-Census 2011; distance travelled to work- Census 2001.)

through the Parish, and in particular the High Street, have become “rat runs” for commuters accessing the A 120 at the Dunmow South junction. There are often conflicts between vehicles entering and leaving the High Street due to parked cars and poor visibility. The Parish Council and many local residents consider that a speed limit of 20mph should be imposed from Bran End to Church End to increase safety, reduce traffic noise and air pollution.

9.8 Stebbing has a community run mini bus, operated by volunteers, which makes a scheduled call at Great Dunmow on Tuesday (market day) each week and monthly to Braintree. This is a valuable asset whose use could be extended with sufficient financial and volunteer support. Uttlesford Community Travel (a Registered Charity funded by ECC, UDC and various town and parish councils) also provides Community Transport on a door to door basis, for pre-booked individuals and groups on a modest subscription basis. The vehicles are fitted with hydraulically powered lifts for wheel chairs and are particularly aimed towards the elderly, disabled and those living in rural areas without access to cars, and where scheduled bus services are limited, as is the case unfortunately for Stebbing. In addition the bus is used on a regular basis by the village school to transport the children to off site activities, such as swimming and outings. It is also used by the cavers, cubs and scouts when they need to undertake outdoor "badge" work such as bush craft, orienteering etc. Finally it is used by villagers when a number are travelling to the same venue, cutting down on overall traffic and ensuring one designated driver.

9.9 Stebbing has an extensive network of footpaths, byways and bridleways which are featured in various Walking Guides and Publications. This means that walking groups visit the village to use these Public Rights of Way and whilst in the village they also use the pub and community shop thus bringing revenue into the village.

9.10 The Parish Council has published a local map of footpaths and bridle ways which is available free of charge at the Community Store. The Parish Council maintains the extensive network of footpaths and is an active member of the Essex Parish Paths Partnership.

9.11 Because the area has an extensive network of byways and bridle ways,

there is a high proportion of equestrian properties and many horse riders of all ages make extensive use of them. Equestrian ownership and use supports various local businesses reliant on the equestrian trade, ie food suppliers, livery stables, riding school and veterinary surgeons. All of these concerns employ local residents.

9.12 Recreational cycling is a popular recreation in the area, given the attractive countryside reached along the relatively dense network of lightly trafficked lanes and byways. Three of the minor roads, Lubberhedges Lane, Whitehouse Road and Collops Road to the east of the Parish have Protected Lanes status. Parking associated with the school by parents dropping-off and picking up of children is an acknowledged problem to Residents. ECC Education now has a policy of promoting sustainable and active travel by encouraging cycling and walking and then bus use with a view to limit car use and, wherever possible, to remove traffic entirely from the area around the school. This is not possible in Stebbing as the High Street/The Downs is a through route, but it is an aspiration of the Parish Council to introduce traffic calming and measures to encourage parents and children to 'park and stride' for those who live outside the village core.

9.13 This Plan aims to minimise the adverse effects of on-street parking and congestion on the character of the area. The Church is delivering a new Car Park on the land to the west on the corner of the High Street and Brook End.

## CHAPTER NINE : TRANSPORT

### POLICY STEB22 | Promoting Sustainable Transport

To promote sustainable transport and reduce carbon emissions, proposals for new development in the Plan area will be supported where they demonstrate that:

- Where there is likely to be a significant traffic impact it can be mitigated via development contributions to suitable measures to be agreed in conjunction with the Highway Authority. This may include contributions towards traffic calming where it is necessary to mitigate the impact of new development. Traffic impact includes adverse effects on road safety, congestion and pollution on both the main roads and rural lanes;
- They encourage and support sustainable modes of transport, by
  - (i) providing pedestrian, cycle, passenger transport, and where appropriate bridleway connections within the site and to wider multi-functional green infrastructure and key services;
  - (ii) providing electric vehicle charging and storage facilities for cycles at each dwelling;

They protect and enhance where possible the network of footpaths, bridleways and byways in the Parish and, in conjunction with the Highway Authority and the Parish Council, ensure that they are maintained to a safe standard for everyone to use;

- They must respect and protect the existing network of footpaths. New development with significant traffic impact will be expected to contribute, via development contributions, to the enhancement of the footpath network within the Parish in order to enable safe and easy pedestrian access to village amenities, especially the Primary School, community shop, pub and Church; and
- They have regard to the ECC Development Management Policies or successor documents, in order to require Travel Plans, Transport Assessments and/or Statements be prepared that assess the impact of development in terms of highway safety and capacity for both access to the proposed development and wider highway network.

10.1 As referred to in paragraph 6.1 Stebbing was categorised as a "Type A Village" in the withdrawn ULP, which is defined as a local service centre suitable for a scale of development that reinforces its role as a local centre. All the Type A Villages in the district were proposed to provide up to a total of 134 new homes in new allocations, but there was no specific housing requirement set out for Stebbing. As referred to in paragraph 6.3, in the absence of an up-to-date local plan, the NPPF (paragraph 66) states that the local planning authority should provide an indicative housing requirement figure if requested to do so by the neighbourhood planning body. Following such a request, UDC has provided such an indicative figure in a letter dated 17th July 2020. This confirms that the indicative requirement for Stebbing to be **25 dwellings** between 2019 and 2033. The letter sets out the justification for this figure and states that based on the two current schemes (at Ploughman's Reach and land east of Warehouse Villas) that bring forward a total of 47 dwellings, the requirement as set out in the withdrawn Local Plan has been met on sites of 6+ dwellings in Stebbing. The letter continues that the 25 dwellings proposed in this NP are counted as contributing towards a windfall of 1,717 dwellings in UDC's evidence base to the withdrawn LP (for further detail refer to Appendix C and paragraphs 6.4 and 6.5).

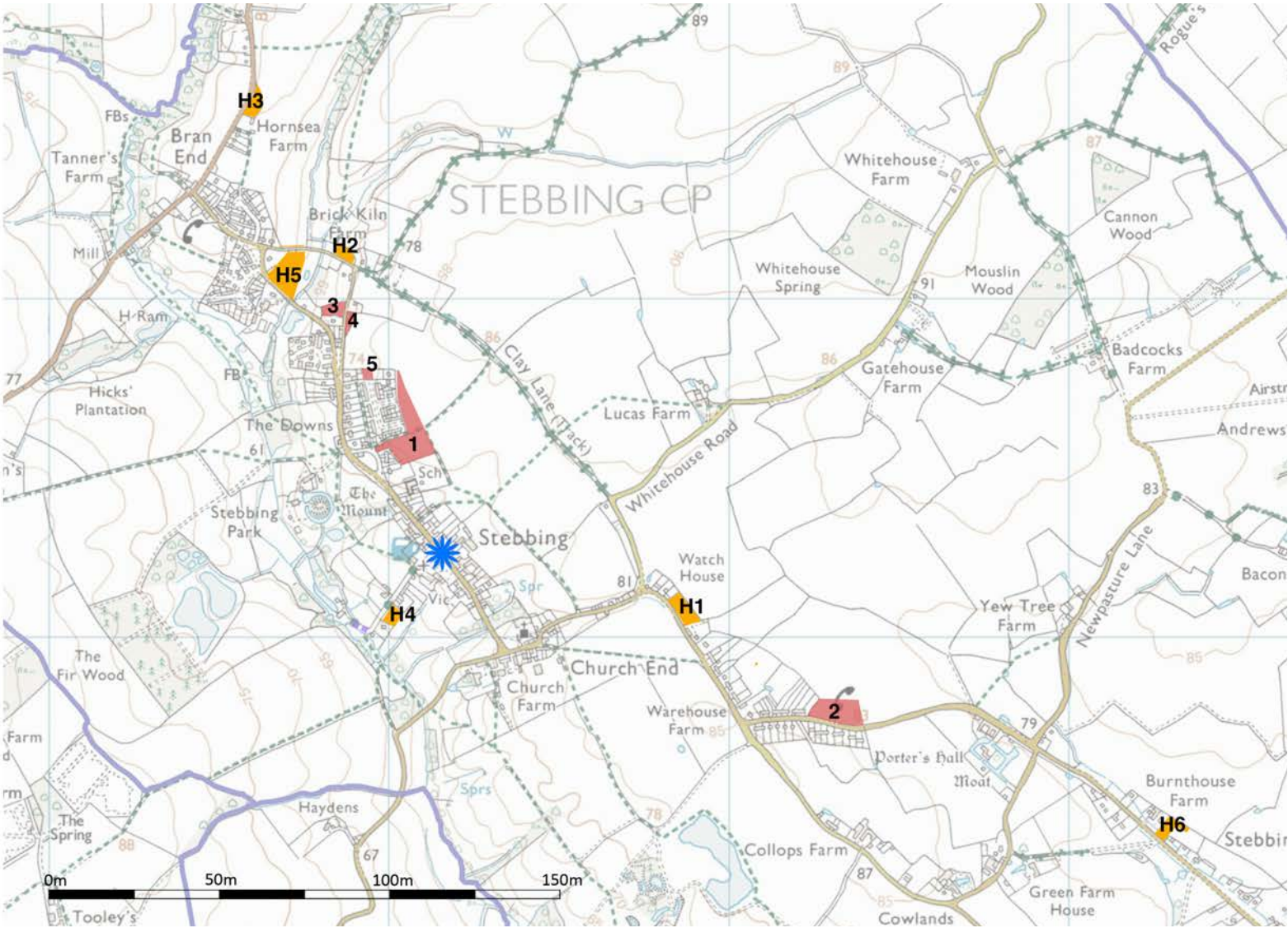
10.2 For clarity and consistency, it is considered necessary to draw a distinction between:-

- 1) those housing sites that are currently committed, ie. completed or nearing completion, or subject to an extant implemented planning permission, or resolution to grant planning permission subject to completion of a s106 planning agreement and conditions; and
- 2) those specific sites that are now proposed in this NP for allocation. The table opposite sets out details of the latter:-

Committed Sites	Net Additional Dwellings	Status/details
1. Ploughman's Reach	30	Outline planning permission granted 13th February 2015. Ref: UTT/14/1069/OP. Scheme now completed.
2. Land east of Warehouse Villas	17	UDC resolution to grant outline planning permission on 18 December 2019 subject to s106 and conditions. Ref: UTT/19/0476/OP.
3. Land west of Brick Kiln Lane : Corbets Tey	2	Outline planning permission granted on 2nd May 2018. Ref: UTT/18/0365/OP.
4. The Pyghle, The Downs	1	Outline planning permission granted for 2 dwellings including replacement of existing on 3rd May 2019. Ref: UTT/18/2763/OP.
5. Land adjacent 5 Pound Gate	2	Full planning permission for 2 dwellings on 30th December 2019. Ref: UTT/19/2342/FUL.
<b>Total Additional Dwellings</b>	<b>52</b>	
Note: The above are the current committed sites within the main village and hamlets, but there are other extant planning permissions that represent 'windfalls' in other parts of the Parish. A full current list of extant planning permissions in Stebbing Parish can be found in the evidence base at EB16.		

CHAPTER TEN : HOUSING ALLOCATIONS

- KEY
-  Village centre
  -  Proposed Housing Allocation Site
  -  Committed site with planning permission (refer to details in paras 10.2 to 10.5)



Date Created: 1-5-2018 | Map Centre (Easting/Northing): 566230 / 224912 | Scale: Unknown | © Crown copyright and database right. All rights reserved (0100054203) 2018 © Contains Ordnance Survey Data : Crown copyright and database right 2018

Map 10: Committed Housing Sites and Proposed Housing Allocation Sites

10.3 The following pages set out the Stebbing Neighbourhood Plan proposed additional new housing allocations for the Parish. The sites have been assessed in accordance with the NPPF guidance in paragraphs 67-71 and as to whether they are deliverable, ie available, suitable and achievable. In this regard the sites have been independently assessed by Urban Vision Enterprise CIC, as set out in their report: Stebbing- Site Appraisals, prepared in April 2019. This assessment followed a review of sites put forward in the two UDC 'call for sites' exercises in 2015 and 2018, suggestions put forward by local residents as part of the Village Questionnaire and a sift of potential options following consideration of the evidence base, opportunities and constraints. This included the findings of the Landscape Appraisal, the Heritage Assessment and analysis of proximity and convenience of sites to the services and facilities in the village centre. Subsequently a shortlist of 21 potential sites, as shown on Plan 1 of the Urban Vision report, were independently assessed and ranked using a well-tested site assessment methodology using a traffic light system as set out in section 4 of their report. Finally, those sites considered by the Parish Council to perform well were subject to consultation with the landowners to ensure that they were available. One owner did not want his site to be included and it was therefore omitted from the proposed allocations. Another site put forward by the landowners for a proposed allocation, which involved the conversion of a Grade II listed barn for the provision of 1-2 dwellings, was subject to concerns by Historic England that it could lead to harm to the heritage asset, owing to the potentially intrusive nature of converting such structures to residential accommodation. Following advice from UDC, the Parish Council decided to delete this site as a proposed allocation, but the landowner would still have the right to submit an application for planning permission and listed building consent. In addition, the land east of Warehouse Villas, that had not been selected, was subsequently subject to a resolution by UDC to grant outline planning permission in December 2019 for 17 dwellings, subject to completion of a s106 agreement and conditions.

10.4 The following sites as shown on Map 10 and the Policies Map (17) are considered to be suitable, available and achievable for development.

Site name	Assessment number	Allocation	Dwellings
Garden/Paddock adj: to Watch House	7	STEB:H1	4-5
Land West of Brick Kiln Farm	13	STEB:H2	3
Hornsea Lodge, Bran End	19	STEB:H3	2-3
Meadowbrook, Mill Lane	2	STEB:H4	1-2
Land at Elmcroft, the Downs	15	STEB:H5	2-5
Meadow, Stebbing Green	20	STEB:H6	2
<b>Total</b>			14-20

10.5 Allocation of these sites would enable delivery of up to 20 new homes in Stebbing Parish. These will be in addition to the 52 homes on the sites listed in the table at paragraph 10.2.

10.6 As a consequence of the housing proposals in this NP and the fact that it provides for a supply of housing that meets the indicative UDC housing requirement, paragraph 14b of the NPPF is satisfied. Therefore, this means that since UDC can (as of April 2020) demonstrate greater than a 3 year land supply, there would be an up-to-date plan for Stebbing, which will assist in resisting speculative housing development proposals. In fact the overall housing proposals in this NP are in excess of the indicative requirement and therefore provide flexibility in the NP period.

## CHAPTER TEN : HOUSING ALLOCATIONS

### Policy STEB H1 : Garden/Paddock adjacent to Watch House



Map 11

This 0.65 hectare brownfield (residential garden use) site, as shown on map, is allocated for residential use for approximately 4-5 dwellings. The following site specific considerations apply:

- Access would need to take account of the frontage drainage ditch.
- Development to be adjacent to or front the highway. Backland development will not be permitted.
- Existing hedgerow to be retained except where necessary to gain access.
- Existing footpath access to be retained and enhanced if necessary to meet footpath access needs of new dwellings



Suitability: No constraints/or constraints that are not easily overcome.  
Site is within reasonable walking distance (around 1km) of the village centre.  
The development would in effect be infill to the otherwise continuous frontage development of Whitehouse Road and Warehouse Road.  
The site is available and achievable

## Policy STEB H2 : Land West of Brick Kiln Farm



This 0.19 hectare brownfield site, as shown on the map, is allocated for residential use for approximately 3 dwellings. The following site specific considerations apply:

- Access into the site should be taken by retaining the existing access point onto Brick Kiln Lane.
- There is scope for complete or partial redevelopment and/or conversion of the existing barns.



Suitability: No constraints/or constraints that are not easily overcome.  
The site is within reasonable walking distance from centre, and is already developed.  
The site is available and achievable.

## CHAPTER TEN : HOUSING ALLOCATIONS

### Policy STEB: H3 - Hornsea Lodge, Bran End



Map 13

This 0.28 hectare brownfield site, as shown on map, is allocated for residential use for approximately 2-3 dwellings. The following site specific considerations apply:

- The site is suitable for redevelopment for a small number of dwellings.
- Access to future development should be taken from one or both of the existing access points onto the B1057.
- The existing hedgerow to the front of the site should be retained and enhanced.
- The western boundary should be planted with appropriate indigenous hedge and tree planting to form an enhanced boundary with the open countryside beyond.



Suitability: The SLAA identified the site as being suitable for redevelopment. No constraints/or constraints that are not easily overcome. The site is some distance from the village centre, but it is already developed and within the defined village envelope. The site is suitable, available and achievable.

## Policy STEB: H4 - Meadowbrook, Mill Lane



This 0.4 hectare brownfield site, as shown on map, is currently occupied by a bungalow and in need of major repairs or replacement. It is allocated for residential use for 2 dwellings including replacement of the existing bungalow. The following site specific considerations apply:

- The site has a vehicular access already which should be retained as the sole access.
- Only the front of the site is suitable for development with the land to the rear forming gardens.
- The site is adjacent to Grade II\* and Grade II listed buildings within the Conservation Area, so an exceptionally high standard of sympathetic design, massing, materials and landscaping is essential. Of particular importance is the need to retain and enhance the dense frontage hedge/planting which forms a key feature in the street scene of this part of Mill Lane. This vegetation also forms part of the setting of the adjacent listed buildings Freers Cottage (Grade II) and Tan Farm (Grade II\*)
- The scale and detailed design of the proposals should be sympathetic to and not harm the setting of the adjoining and neighbouring listed buildings, and preserve or enhance the distinctiveness, character and more spacious appearance of the Conservation Area in this lower part of Mill Lane.



Suitability: The front part of the site is suitable subject to satisfactorily addressing the policy requirements.

Development of the rear part of the site, shown by the broken line, would encroach into the rural setting. The larger site was rejected by the SLAA on the basis of introducing backland development and being out of character. Redevelopment of the frontage part of the site for 2 dwellings including replacement of the existing bungalow with the rear section used for garden use or paddocks only would be a suitable form of development.

The site is available and achievable.

## CHAPTER TEN : HOUSING ALLOCATIONS

### Policy STEB: H5 - Land at Elmcroft, The Downs

Page 256



Map 15

This 0.98 hectare greenfield site, as shown on map, is currently in use for rearing of poultry, egg production and grazing. It is allocated for residential use for approximately 2-3 large dwellings or up to 5 small bungalows. The following site specific considerations apply:

- Development should not encroach into the lower levels of the site to the east where there is an existing copse, watercourse and the area subject to flood risk.
- The existing point of access into the site shall be retained and improved to form a suitable private drive to serve the proposed development.
- Site visibility splays should conform with the guidance set out in Manual for Streets and the Essex Design Guide, which subject to detailed survey may require alterations to the frontage bank and vegetation.
- The lowest part of the site to the east containing the watercourse and copse shall be preserved and enhanced through an appropriate management scheme to include a new footpath between The Downs and Brick Kiln Lane.



Suitability: The site is suitable for 2-3 large dwellings or up to 5 small bungalows. A more intensive form of development of the wider site would not be suitable in terms of impact on the surrounding landscape and limited access.

The site is available and achievable subject to the guidelines in the policy. The landowner has indicated a preference for bungalows and put forward the proposed footpath adjacent to the watercourse.

Policy STEB: H6 - Hay Meadow, Stebbing Green



Map 16

This 0.37 hectare greenfield site, as shown on map, is allocated for residential use for approximately 2 dwellings as infill frontage development. The following site specific considerations apply:

- The creation of improved access would involve partial hedgerow removal and the roadside drainage ditch will need to be bridged or culverted.
- Backland development will not be permitted.
- There should be a single point of access to serve both dwellings or one large dwelling.
- Visibility splays should conform with the guidance in Manual for Streets and the Essex Design Guide.
- New hedging of similar species should be planted to replace the sections lost to meet the access requirements.



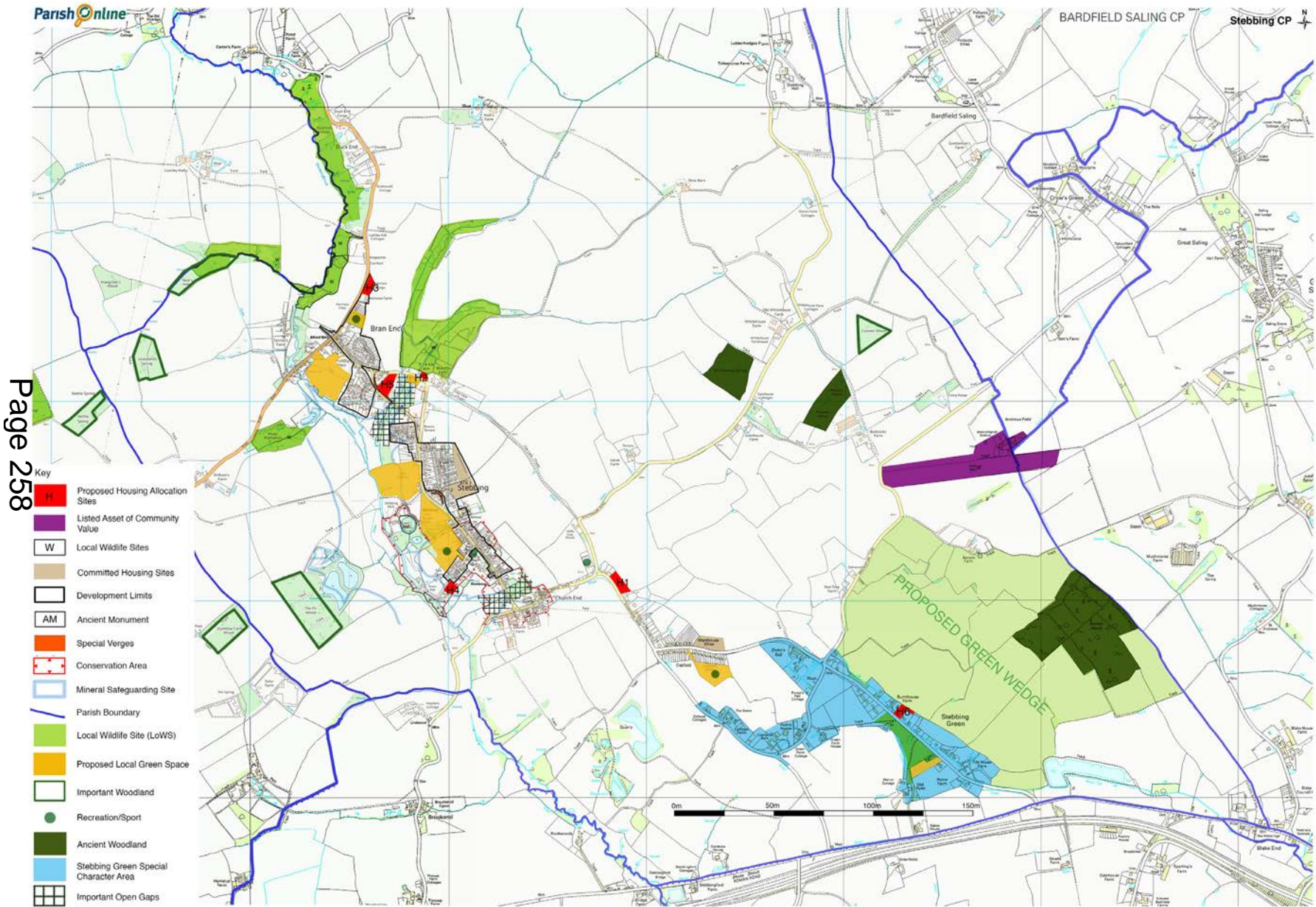
Suitability: Potential for 2 dwellings as infill frontage development

Availability- Within a period of 1-5 years

The site is some distance from the village centre and facilities but is on a bus route.

The front part of the site is within a gap in the existing built frontage and development would represent infill.

CHAPTER ELEVEN : THE POLICIES MAP AND SCHEDULE OF NEIGHBOURHOOD PLAN POLICIES



Note: In view of the amount of detail and large area of cover, this plan is easier to view when printed at A3 or magnified on a computer screen.

## CHAPTER ELEVEN : THE POLICIES MAP AND SCHEDULE OF NEIGHBOURHOOD PLAN POLICIES

11.1 The table below sets out a schedule of the 21 Neighbourhood policies and 6 Housing Allocation sites within this document.

Policy Reference	Policy	Page
STEB1	Respecting Stebbing's Heritage – Design and Character	30
STEB2	Green Infrastructure and Development	
STEB3	Identified Woodland Sites and Wildlife Sites	43
STEB4	Local Green Space	43
STEB5	Protection of Green Wedge	43
STEB6	Protected Open Gaps	44
STEB7	Important and Protected Views	44
STEB8	Blackwater Estuary SPA and Ramsar site/Essex Coast RAMS	51
STEB9	Design Principles and Location of New Development	56
STEB10	Meeting Local Needs	57
STEB11	Affordable Homes	57
STEB12	Sustainable Design and Construction	58
STEB13	Managing Flood Risk and Drought Mitigation	59
STEB14	Renewable Energy	59
STEB15	Supporting the Local Economy – Small Scale Employment Space	61
STEB16	Communications	61
STEB17	Farm Diversification/Improvement	61
STEB18	Tourism	62
STEB19	Protection of Play, Sports, Recreation, Leisure and Community Facilities	66
STEB20	Protection of Leisure and Community Facilities	66

STEB21	Health and Medical Care	66
STEB22	Promoting Sustainable Transport	66
STEB H1	Garden/Paddock adj: to Watch House	71
STEB H2	Land West of Brick Kiln Farm	75
STEB H3	Hornsea Lodge, Bran End	76
STEB H4	Meadowbrook Mill Lane	78
STEB H5	Land at Elmscroft, The Downs	79
STEB H6	Hay Meadow, Stebbing Green	80

## CHAPTER TWELVE : PROJECTS

12.1 Some of the questions asked and issues raised in the Main Questionnaire extended to matters which would be beyond the scope of a Neighbourhood Plan. This was a conscious decision on the part of the Steering Group, as they considered that in the interests of the Community as a whole, and consistent with the principles of devolution encouraged by the Localism Act 2011, the provision of such an opportunity for the Residents to express matters of opinion regarding community issues was appropriate.

12.2 It is considered that implementation of suggested measures to address some at least of these issues could have a positive long-term impact upon the quality of life for the Residents of Stebbing.

12.3 Therefore, in order to respond to the matters raised by Residents, the Parish Council intend to explore the following:

### **Stebbing Green - Proposed Designation as a Conservation Area**

The NP identifies Stebbing Green as a Special Character Area in view of its distinctive character. It comprises private dwellings, a Local Wildlife Site and other land owned by Stebbing Parish Council but surprisingly is not a designated Conservation Area. In the light of its heritage and landscape qualities (outlined in both the reports of The Landscape Partnership and Grover Lewis), it is considered worthy of such Conservation Area status and a case shall be presented to UDC with a request that it be designated, pursuant to the provisions of the Planning (Listed Buildings and Conservation Areas) Act 1990 (Sections 69 and 70). It is proposed to undertake further detailed evidence base assessments on heritage and landscape to justify fully its formal designation (which can only be undertaken by the District Council).

### **B. Facilities for Younger Residents**

The Main Questionnaire indicated that there was concern and disappointment that there were limited opportunities for teenagers to meet and enjoy activities in common. As a consequence, the Parish Council will consider seeking funding from various sources, eg. sports funding bodies and community fund-raising activities, to provide a Youth Shelter and/or other facilities at an appropriate location within the village. The views of the local community will be sought in respect of any future proposal.

### **C & D. Traffic Management, Car Parking, Cycling and Footpaths**

The Parish Council will consider exploring the potential for funding to enable professional advice to be obtained for improving both traffic management and car parking provision in the High Street, cycling facilities and potential dedicated routes and enhancements to footpaths connecting the Village core.

### A. Core Objectives

xiv. Overall, through the policies in this Plan, to balance meeting both the present needs of the Parish with the needs of the future in order to support a vibrant rural community by contributing towards promoting and achieving sustainable development.

13.1 Paragraphs 1.16-1.18 summarise how the planning system seeks to achieve sustainable development involving three overarching objectives, which are independent and need to be pursued in mutually supportive ways. These principles and objectives- economic, social and environment- underpin the purpose, preparation, detail and suite of policies contained in this NP. NP objective xiv seeks overall, through these policies, to balance meeting both the present needs of the Parish with those of the future, to support a vibrant rural community and contributing towards promoting and delivering sustainable development.

13.2 The Plan will therefore need to be monitored and reviewed over its lifetime in order to ensure that the policies are working. Any targets that have been set will need to be monitored to see if they are being achieved. This will be undertaken by the Parish Council, who will develop an Action Plan to outline how each of these actions and projects will be delivered. UDC will also have a role in this process through its monitoring and review procedures, eg. in relation to housing need and delivery, provision of local services and through the input of evidence and process of preparing a New Local Plan. The New Local Plan, once advanced or adopted in mid 2024, will necessitate a review of this NP.

#### Delivery- Developer Contributions

13.3 The suite of NP Policies include a number of actions, requirements and projects to guide the delivery of the Plan objectives. Some of these items will require 'developer funding' or 'planning obligations' through Section 106 agreements to be agreed through part of planning applications to UDC. Such obligations must only be sought where they meet all the tests set out in paragraph 56 of the NPPF, ie.

- a) necessary to make the development acceptable in planning terms;
- b) directly related to the development; and
- c) fairly and reasonably related in scale and kind to the development.

Further guidance is set out in ECC's Developers' Guide to Infrastructure Contributions. The Parish Council expects new development to contribute towards relevant infrastructure requirements and together with UDC/ECC will identify, as appropriate, contributions as part of the planning application process.

## APPENDIX A - TABLE OF UDC ADOPTED LOCAL PLAN 2005 STRATEGIC POLICIES

The NP is required to be in general conformity with strategic policies in the adopted Local Plan. UDC has advised that the following Policies are considered "strategic" in the Adopted Local Plan (2005) for the purposes of neighbourhood planning. It should also be noted that UDC sought an assessment of compliance of the saved policies in the adopted Local Plan with the NPPF 2012. This was published in 'Uttlesford Local Plan 2005- National Planning Policy Framework Compatibility Assessment' (Ann Skippers July 2012).

Policy S1	Development Limits for the Main Urban Areas
Policy S3	Other Development Limits
Policy S4	Stansted Airport Boundary
Policy S7	The Countryside
Policy GEN1	Access
Policy GEN2	Design
Policy GEN 3	Flood Protection
Policy GEN 4	Good Neighbourliness
Policy GEN 6	Infrastructure Provision to Support Development
Policy GEN 7	Nature Conservation
Policy E1	Distribution of Employment Land
Policy E2	Safeguarding Employment Land
Policy ENV 1	Design of Development within Conservation Areas
Policy ENV 5	Protection of Agricultural Land
Policy ENV 7	The Protection of the Natural Environment (Designated Sites)
Policy ENV 9	Historic Landscapes
Policy ENV 10	Noise Sensitive Development and Disturbance from Aircraft
Policy H 1	Housing Development (Not consistent with NPPF – LPA required to identify 5 year land supply with additional 5% buffer, increased to 20% if there is a record of under delivery of housing)
Policy H 3	New Houses within Development Limits
Policy H 9	Affordable Housing
Policy H 11	Affordable Housing on "Exceptional Sites"
Policy LC 2	Access to Leisure and Cultural Facilities
Policy RS 1	Access to Retailing Centres
Policy RS 2	Town and Local Centres
Policy RS 3	Retention of Retail and Other Services in Rural Areas
Policy T 1	Transport Improvements

## APPENDIX B - HISTORIC ENGLAND - SCHEDULE OF HERITAGE ASSETS IN STEBBING AND UTTLESFORD

### LOCAL HERITAGE LIST FOR STEBBING 2018.

Title	Link	Heritage Category	Grade	Location
STEBBING FORD COTTAGES	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112770">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112770</a>	Listing	II	STEBBING FORD COTTAGES 1-2 BRAINTREE ROAD Stebbing Uttlesford Essex
STEBBING PARK	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1306784">https://HistoricEngland.org.uk/listing/the-list/list-entry/1306784</a>	Listing	II*	STEBBING PARK THE DOWNS Stebbing STEBBING PARK  Uttlesford Essex
STEBBING PARK BARN 5 METRES EAST OF HOUSE AND ADJOINING MOTTE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112739">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112739</a>	Listing	II	STEBBING PARK BARN 5 METRES EAST OF HOUSE AND ADJOINING MOTTE THE DOWNS Stebbing STEBBING PARK  Uttlesford Essex
STEBBING MILL	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322337">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322337</a>	Listing	II*	STEBBING MILL MILL LANE Stebbing Uttlesford Essex
STEBBING MILL HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112729">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112729</a>	Listing	II	STEBBING MILL HOUSE MILL LANE Stebbing Uttlesford Essex
STEBBING MEMORIAL CLUB	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168895">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168895</a>	Listing	II*	STEBBING MEMORIAL CLUB HIGH STREET Stebbing Uttlesford Essex
BYWAYS SUNNYSIDE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168880">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168880</a>	Listing	II	SUNNYSIDE STEBBING GREEN Stebbing STEBBING GREEN  Uttlesford Essex
THE THATCH	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112736">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112736</a>	Listing	II	THE THATCH STEBBING GREEN Stebbing STEBBING GREEN  Uttlesford Essex
PAGENTS	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168917">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168917</a>	Listing	II	PAGENTS STEBBING GREEN Stebbing STEBBING GREEN  Uttlesford Essex
THATCH COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112738">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112738</a>	Listing	II	THATCH COTTAGE STEBBING GREEN Stebbing STEBBING GREEN  Uttlesford Essex
OLD LEAS	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168887">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168887</a>	Listing	II	OLD LEAS STEBBING GREEN Stebbing STEBBING GREEN  Uttlesford Essex
HOME FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1306792">https://HistoricEngland.org.uk/listing/the-list/list-entry/1306792</a>	Listing	II	HOME FARMHOUSE STEBBING GREEN Stebbing STEBBING GREEN  Uttlesford Essex
BURNTHOUSE FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168893">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168893</a>	Listing	II	BURNTHOUSE FARMHOUSE STEBBING GREEN Stebbing STEBBING GREEN  Uttlesford Essex
TILEHOUSE FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322301">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322301</a>	Listing	II	TILEHOUSE FARMHOUSE STEBBING GREEN Stebbing STEBBING GREEN  Uttlesford Essex
MANOR COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322303">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322303</a>	Listing	II	MANOR COTTAGE STEBBING GREEN Stebbing STEBBING GREEN  Uttlesford Essex
OLD RYES	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112737">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112737</a>	Listing	II	OLD RYES STEBBING GREEN Stebbing STEBBING GREEN  Uttlesford Essex
ST JUDES	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112735">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112735</a>	Listing	II	ST JUDES STEBBING GREEN Stebbing STEBBING GREEN  Uttlesford Essex
Stebbing War Memorial	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1431754">https://HistoricEngland.org.uk/listing/the-list/list-entry/1431754</a>	Listing	II	Junction of High Street and Watch House Road Church End Stebbing Essex CM6 3SW Stebbing Uttlesford Essex
MAYVIEW WILLOW THATCH	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322302">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322302</a>	Listing	II	WILLOW THATCH STEBBING GREEN Stebbing Uttlesford Essex
The Mount: a motte castle in Stebbing Park	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1009247">https://HistoricEngland.org.uk/listing/the-list/list-entry/1009247</a>	Scheduling		Stebbing Uttlesford Essex
THE GREEN MAN	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112774">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112774</a>	Listing	II	THE GREEN MAN Stebbing BRAN END  Uttlesford Essex
APPLE TREE COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112776">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112776</a>	Listing	II	APPLE TREE COTTAGE Stebbing BRAN END  Uttlesford Essex
CANONFYLDE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112732">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112732</a>	Listing	II	CANONFYLDE PORTERS HALL END Stebbing Uttlesford Essex
HOLTS FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322284">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322284</a>	Listing	II	HOLTS FARMHOUSE Stebbing DUCK END  Uttlesford Essex
HILLCREST, PUMP TO REAR OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322310">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322310</a>	Listing	II	HILLCREST PUMP TO REAR OF HOUSE HIGH STREET Stebbing Uttlesford Essex
2 TAN COTTAGE PUMP IN FRONT GARDEN	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112726">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112726</a>	Listing	II	2 TAN COTTAGE PUMP IN FRONT GARDEN MILL LANE Stebbing Uttlesford Essex
SHEPHERDS PUMP AT REAR	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112740">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112740</a>	Listing	II	SHEPHERDS PUMP AT REAR THE DOWNS Stebbing Uttlesford Essex
FAIRVIEW PUMP TO EAST OF COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1306746">https://HistoricEngland.org.uk/listing/the-list/list-entry/1306746</a>	Listing	II	FAIRVIEW PUMP TO EAST OF COTTAGE WATCH HOUSE ROAD Stebbing Uttlesford Essex
TAN FARMHOUSE PUMP TO REAR OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322336">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322336</a>	Listing	II	TAN FARMHOUSE PUMP TO REAR OF HOUSE MILL LANE Stebbing Uttlesford Essex
HILL FARM, PUMP TO NORTH AND REAR OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112749">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112749</a>	Listing	II	HILL FARM PUMP TO NORTH AND REAR OF HOUSE Stebbing Uttlesford Essex
CHURCH FARM PUMP 5 METRES SOUTH OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1307014">https://HistoricEngland.org.uk/listing/the-list/list-entry/1307014</a>	Listing	II	CHURCH FARM PUMP 5 METRES SOUTH OF HOUSE CHURCH END Stebbing Uttlesford Essex
COLLOPS FARM, PUMP 5 METRES TO NORTH OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112784">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112784</a>	Listing	II	COLLOPS FARM PUMP 5 METRES TO NORTH OF HOUSE COLLOPS ROAD Stebbing Uttlesford Essex
BACONS FARM BARN 20 METRES WEST OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168859">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168859</a>	Listing	II	BACONS FARM BARN 20 METRES WEST OF HOUSE SALING ROAD Stebbing Uttlesford Essex
VILLAGE PUMP 5 METRES WEST OF PUMP COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1306891">https://HistoricEngland.org.uk/listing/the-list/list-entry/1306891</a>	Listing	II	VILLAGE PUMP 5 METRES WEST OF PUMP COTTAGE HIGH STREET Stebbing Uttlesford Essex
YEW TREE FARM BARN 20 METRES SOUTH OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168851">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168851</a>	Listing	II	YEW TREE FARM BARN 20 METRES SOUTH OF HOUSE SALING ROAD Stebbing Uttlesford Essex
COWLANDS FARM BARN 40 METRES NORTH WEST OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112787">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112787</a>	Listing	II	COWLANDS FARM BARN 40 METRES NORTH WEST OF HOUSE COLLOPS ROAD Stebbing Uttlesford Essex
COLLOPS FARM, CARTLODGE 25 METRES TO WEST OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112786">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112786</a>	Listing	II	COLLOPS FARM CARTLODGE 25 METRES TO WEST OF HOUSE COLLOPS ROAD Stebbing Uttlesford Essex
CHURCH FARM BARN 20 METRES SOUTH WEST OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1251410">https://HistoricEngland.org.uk/listing/the-list/list-entry/1251410</a>	Listing	II	CHURCH FARM BARN 20 METRES SOUTH WEST OF HOUSE CHURCH END Stebbing Uttlesford Essex
VILLAGE PUMP 10 METRES SOUTH OF FORGE COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1306974">https://HistoricEngland.org.uk/listing/the-list/list-entry/1306974</a>	Listing	II	VILLAGE PUMP 10 METRES SOUTH OF FORGE COTTAGE Stebbing DUCK END  Uttlesford Essex
WAREHOUSE FARM BARN TO NORTH OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112742">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112742</a>	Listing	II	WAREHOUSE FARM BARN TO NORTH OF HOUSE WAREHOUSE ROAD Stebbing Uttlesford Essex
CHURCH FARM, DOVECOTE TO 10 METRES SOUTH OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112779">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112779</a>	Listing	II	CHURCH FARM DOVECOTE TO 10 METRES SOUTH OF HOUSE CHURCH END Stebbing Uttlesford Essex
CHURCH FARM BARN 20 METRES WEST OF FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1307010">https://HistoricEngland.org.uk/listing/the-list/list-entry/1307010</a>	Listing	II	CHURCH FARM BARN 20 METRES WEST OF FARMHOUSE CHURCH END Stebbing Uttlesford Essex
K6 TELEPHONE KIOSK	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112704">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112704</a>	Listing	II	K6 TELEPHONE KIOSK HIGH STREET Stebbing Uttlesford Essex
MEADOWSIDE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112782">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112782</a>	Listing	II	MEADOWSIDE CHURCH END Stebbing Uttlesford Essex
COLLOPS FARM OUTBUILDING PROBABLY A GRANARY 10 METRES NORTH WEST OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1262800">https://HistoricEngland.org.uk/listing/the-list/list-entry/1262800</a>	Listing	II	COLLOPS FARM OUTBUILDING PROBABLY A GRANARY 10 METRES NORTH WEST OF HOUSE COLLOPS ROAD Stebbing Uttlesford Essex
LUCAS FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112747">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112747</a>	Listing	II	LUCAS FARMHOUSE WHITEHOUSE LANE Stebbing Uttlesford Essex
HILL FARM BARN 20 METRES NORTH OF FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112748">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112748</a>	Listing	II	HILL FARM BARN 20 METRES NORTH OF FARMHOUSE Stebbing DUCK END  Uttlesford Essex
WATCH HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322304">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322304</a>	Listing	II	WATCH HOUSE WATCH HOUSE ROAD Stebbing Uttlesford Essex

## APPENDIX B - HISTORIC ENGLAND - SCHEDULE OF HERITAGE ASSETS IN STEBBING AND UTTLESFORD

### LOCAL HERITAGE LIST FOR STEBBING 2018.

PORTERS HALL OUTBUILDING TO EAST OF HALL	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1306802">https://HistoricEngland.org.uk/listing/the-list/list-entry/1306802</a>	Listing	II	PORTERS HALL OUTBUILDING TO EAST OF HALL PORTERS HALL END Stebbing Uttlesford Essex
COLLOPS FARM, OUTBUILDING 30 METRES NORTH WEST OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168486">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168486</a>	Listing	II	COLLOPS FARM OUTBUILDING 30 METRES NORTH WEST OF HOUSE COLLOPS ROAD Stebbing Uttlesford Essex
COWLANDS FARM OUTBUILDING 40 METRES NORTH OF HOUSE IN FRONT OF BARN	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168498">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168498</a>	Listing	II	COWLANDS FARM OUTBUILDING 40 METRES NORTH OF HOUSE IN FRONT OF BARN COLLOPS ROAD Stebbing Uttlesford Essex
DAINES ELEANOR COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168692">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168692</a>	Listing	II	ELEANOR COTTAGE HIGH STREET Stebbing Uttlesford Essex
TAN COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168750">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168750</a>	Listing	II	TAN COTTAGE 1 MILL LANE Stebbing Uttlesford Essex
CRANFORD	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322320">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322320</a>	Listing	II	CRANFORD Stebbing BRAN END  Uttlesford Essex
FAIRVIEW	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112744">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112744</a>	Listing	II	FAIRVIEW WATCH HOUSE ROAD Stebbing Uttlesford Essex
WHITEHOUSE FARM COTTAGES	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112746">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112746</a>	Listing	II	WHITEHOUSE FARM COTTAGES WHITEHOUSE LANE Stebbing Uttlesford Essex
HILLCREST BARN 40 METRES NORTH OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1306928">https://HistoricEngland.org.uk/listing/the-list/list-entry/1306928</a>	Listing	II	HILLCREST BARN 40 METRES NORTH OF HOUSE HIGH STREET Stebbing Uttlesford Essex
STONE COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1307026">https://HistoricEngland.org.uk/listing/the-list/list-entry/1307026</a>	Listing	II	STONE COTTAGE Stebbing BRAN END  Uttlesford Essex
END COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168468">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168468</a>	Listing	II	END COTTAGE CHURCH END Stebbing Uttlesford Essex
THISULDO	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168592">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168592</a>	Listing	II	THISULDO HIGH STREET Stebbing Uttlesford Essex
CARTLIDGE IN FRONT OF AND TO WEST OF HILL FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322306">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322306</a>	Listing	II	CARTLIDGE IN FRONT OF AND TO WEST OF HILL FARMHOUSE Stebbing DUCK END  Uttlesford Essex
WILLIAMS FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322316">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322316</a>	Listing	II	WILLIAMS FARMHOUSE Stebbing BRAN END  Uttlesford Essex
WAREHOUSE FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112741">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112741</a>	Listing	II	WAREHOUSE FARMHOUSE WAREHOUSE ROAD Stebbing Uttlesford Essex
BOYES	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112761">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112761</a>	Listing	II	BOYES HIGH STREET Stebbing Uttlesford Essex
A THATCHED COTTAGE 20 METRES EAST OF FORGE COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112791">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112791</a>	Listing	II	A THATCHED COTTAGE 20 METRES EAST OF FORGE COTTAGE Stebbing DUCK END  Uttlesford Essex
STANE COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1306752">https://HistoricEngland.org.uk/listing/the-list/list-entry/1306752</a>	Listing	II	STANE COTTAGE WATCH HOUSE ROAD Stebbing Uttlesford Essex
THE MALT HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168401">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168401</a>	Listing	II	THE MALT HOUSE Stebbing BRAN END  Uttlesford Essex
LITTLES	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322282">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322282</a>	Listing	II	LITTLES CHURCH END Stebbing Uttlesford Essex
TYE COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112745">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112745</a>	Listing	II	TYE COTTAGE WATCH HOUSE ROAD Stebbing Uttlesford Essex
CLARENCE COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112755">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112755</a>	Listing	II	CLARENCE COTTAGE HIGH STREET Stebbing Uttlesford Essex
PEARTREE COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168381">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168381</a>	Listing	II	PEARTREE COTTAGE Stebbing BRAN END  Uttlesford Essex
SQUIRES COTTAGE SQUIRRELS	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168454">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168454</a>	Listing	II	SQUIRRELS CHURCH END Stebbing Uttlesford Essex
TANNERS FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322317">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322317</a>	Listing	II	TANNERS FARMHOUSE Stebbing BRAN END  Uttlesford Essex
MARCH COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112743">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112743</a>	Listing	II	MARCH COTTAGE WAREHOUSE ROAD Stebbing Uttlesford Essex
PUMP COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112758">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112758</a>	Listing	II	PUMP COTTAGE HIGH STREET Stebbing Uttlesford Essex
INSTITUTE VILLA PENN COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112762">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112762</a>	Listing	II	INSTITUTE VILLA HIGH STREET Stebbing Uttlesford Essex
ROSEMARY COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112765">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112765</a>	Listing	II	ROSEMARY COTTAGE HIGH STREET Stebbing Uttlesford Essex
SNARES HILL COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112788">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112788</a>	Listing	II	SNARES HILL COTTAGE Stebbing DUCK END  Uttlesford Essex
GEORGES	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1306876">https://HistoricEngland.org.uk/listing/the-list/list-entry/1306876</a>	Listing	II	GEORGES LUBBERHEDGES LANE Stebbing Uttlesford Essex
DUCK END COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1306969">https://HistoricEngland.org.uk/listing/the-list/list-entry/1306969</a>	Listing	II	DUCK END COTTAGE Stebbing Uttlesford Essex
DUCK END FORGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168522">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168522</a>	Listing	II	DUCK END FORGE Stebbing DUCK END  Uttlesford Essex
HONEYSUCKLE COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322313">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322313</a>	Listing	II	HONEYSUCKLE COTTAGE HIGH STREET Stebbing Uttlesford Essex
TAN COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322335">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322335</a>	Listing	II	TAN COTTAGE 2 MILL LANE Stebbing Uttlesford Essex
TOLLESBURYS	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112768">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112768</a>	Listing	II	TOLLESBURYS LUBBERHEDGES LANE Stebbing Uttlesford Essex
CAPSTONES	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112773">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112773</a>	Listing	II	CAPSTONES Stebbing BRAN END  Uttlesford Essex
THE CHASE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112780">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112780</a>	Listing	II	THE CHASE 3 CHURCH END Stebbing Uttlesford Essex
COWLANDS FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1306961">https://HistoricEngland.org.uk/listing/the-list/list-entry/1306961</a>	Listing	II	COWLANDS FARMHOUSE COLLOPS ROAD Stebbing Uttlesford Essex
PARSONAGE FARM BARN 20 METRES NORTH EAST OF FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168424">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168424</a>	Listing	II	PARSONAGE FARM BARN 20 METRES NORTH EAST OF FARMHOUSE CHURCH END Stebbing Uttlesford Essex
THE CURIOSITY SHOP	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168722">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168722</a>	Listing	II	THE CURIOSITY SHOP HIGH STREET Stebbing Uttlesford Essex
NUTLANDS	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168966">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168966</a>	Listing	II	NUTLANDS WAREHOUSE ROAD Stebbing Uttlesford Essex
THE STORES	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112766">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112766</a>	Listing	II	THE STORES HIGH STREET Stebbing Uttlesford Essex
BRAN END MILL	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112771">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112771</a>	Listing	II	BRAN END MILL Stebbing BRAN END  Uttlesford Essex
COLLOPS FARM, BARN 30 METRES TO NORTH OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112785">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112785</a>	Listing	II	COLLOPS FARM BARN 30 METRES TO NORTH OF HOUSE COLLOPS ROAD Stebbing Uttlesford Essex
THE OLD MANSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1306873">https://HistoricEngland.org.uk/listing/the-list/list-entry/1306873</a>	Listing	II	THE OLD MANSE HIGH STREET Stebbing Uttlesford Essex
ROSE COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1306980">https://HistoricEngland.org.uk/listing/the-list/list-entry/1306980</a>	Listing	II	ROSE COTTAGE CHURCH END Stebbing Uttlesford Essex
COLLOPS FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168481">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168481</a>	Listing	II	COLLOPS FARMHOUSE COLLOPS ROAD Stebbing Uttlesford Essex
LITTLE HOBBYVINES COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168505">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168505</a>	Listing	II	LITTLE HOBBYVINES COTTAGE Stebbing DUCK END  Uttlesford Essex

# APPENDIX B - HISTORIC ENGLAND - SCHEDULE OF HERITAGE ASSETS IN STEBBING AND UTTLESFORD

## LOCAL HERITAGE LIST FOR STEBBING 2018.

WAREHOUSE FARM BARN AND ATTACHED CARTLODGE 15 METRES NORTH WEST OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168957">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168957</a>	Listing	II	WAREHOUSE FARM BARN AND ATTACHED CARTLODGE 15 METRES NORTH WEST OF HOUSE WAREHOUSE ROAD Stebbing Uttlesford Essex
GATEHOUSE FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168992">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168992</a>	Listing	II	GATEHOUSE FARMHOUSE WHITEHOUSE LANE Stebbing Uttlesford Essex
CARTERS FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322307">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322307</a>	Listing	II	CARTERS FARMHOUSE Stebbing DUCK END  Uttlesford Essex
POPLAR FARM, FARM BUILDINGS 10 METRES SOUTH OF POPLAR FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322308">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322308</a>	Listing	II	POPLAR FARM FARM BUILDINGS 10 METRES SOUTH OF POPLAR FARMHOUSE Stebbing DUCK END  Uttlesford Essex
ST HELENS	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322309">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322309</a>	Listing	II	ST HELENS HIGH STREET Stebbing Uttlesford Essex
DANE HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322312">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322312</a>	Listing	II	DANE HOUSE HIGH STREET Stebbing Uttlesford Essex
BIRD IN HAND	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322319">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322319</a>	Listing	II	BIRD IN HAND Stebbing BRAN END  Uttlesford Essex
FREERS COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112727">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112727</a>	Listing	II	FREERS COTTAGE MILL LANE Stebbing Uttlesford Essex
BACONS FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112733">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112733</a>	Listing	II	BACONS FARMHOUSE SALING ROAD Stebbing Uttlesford Essex
HILLSIDE MAYDEAN	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112767">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112767</a>	Listing	II	MAYDEAN HIGH STREET Stebbing Uttlesford Essex
BRAN END MILL HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112772">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112772</a>	Listing	II	BRAN END MILL HOUSE Stebbing BRAN END  Uttlesford Essex
WHITE BARN	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168619">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168619</a>	Listing	II	WHITE BARN HIGH STREET Stebbing Uttlesford Essex
EASTERN HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168715">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168715</a>	Listing	II	EASTERN HOUSE HIGH STREET Stebbing Uttlesford Essex
STONES FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168742">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168742</a>	Listing	II	STONES FARMHOUSE 1-2 LUBBERHEDGES LANE Stebbing Uttlesford Essex
KINGS HEAD	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322311">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322311</a>	Listing	II	KINGS HEAD HIGH STREET Stebbing Uttlesford Essex
MARTINS FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322314">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322314</a>	Listing	II	MARTINS FARMHOUSE LUBBERHEDGES LANE Stebbing Uttlesford Essex
PORTERS HALL - BARN 40 METRES TO NORTH OF HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112730">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112730</a>	Listing	II	PORTERS HALL - BARN 40 METRES TO NORTH OF HOUSE PORTERS HALL END Stebbing Uttlesford Essex
LIVERY COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112757">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112757</a>	Listing	II	LIVERY COTTAGE HIGH STREET Stebbing Uttlesford Essex
WHITE HART COTTAGE WILLOW VIEW	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112759">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112759</a>	Listing	II	WILLOW VIEW HIGH STREET Stebbing Uttlesford Essex
SERENGA	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112783">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112783</a>	Listing	II	SERENGA CHURCH END Stebbing Uttlesford Essex
LITTLE HOBBYVINES	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112789">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112789</a>	Listing	II	LITTLE HOBBYVINES Stebbing DUCK END  Uttlesford Essex
FORGE COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112790">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112790</a>	Listing	II	FORGE COTTAGE Stebbing DUCK END  Uttlesford Essex
CHURCH VIEW HILLSIDE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1307017">https://HistoricEngland.org.uk/listing/the-list/list-entry/1307017</a>	Listing	II	HILLSIDE CHURCH END Stebbing Uttlesford Essex
HILL FARM, BARN WITH ATTACHED OUTBUILDINGS 10 METRES TO WEST OF FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1251425">https://HistoricEngland.org.uk/listing/the-list/list-entry/1251425</a>	Listing	II	HILL FARM BARN WITH ATTACHED OUTBUILDINGS 10 METRES TO WEST OF FARMHOUSE DUCK END Stebbing Uttlesford Essex
RED LION	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322283">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322283</a>	Listing	II	RED LION CHURCH END Stebbing Uttlesford Essex
HILL FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322305">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322305</a>	Listing	II	HILL FARMHOUSE Stebbing DUCK END  Uttlesford Essex
YEW TREE FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322340">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322340</a>	Listing	II	YEW TREE FARMHOUSE SALING ROAD Stebbing Uttlesford Essex
BUTLERS COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112753">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112753</a>	Listing	II	BUTLERS COTTAGE HIGH STREET Stebbing Uttlesford Essex
THE POST HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112760">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112760</a>	Listing	II	THE POST HOUSE HIGH STREET Stebbing Uttlesford Essex
THE CHANTRY	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112781">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112781</a>	Listing	II	THE CHANTRY CHURCH END Stebbing Uttlesford Essex
HILL HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168680">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168680</a>	Listing	II	HILL HOUSE 1-2 HIGH STREET Stebbing Uttlesford Essex
GREEN FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322339">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322339</a>	Listing	II	GREEN FARMHOUSE PORTERS HALL END Stebbing Uttlesford Essex
BADCOCKS FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112734">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112734</a>	Listing	II	BADCOCKS FARMHOUSE SALING ROAD Stebbing Uttlesford Essex
CHURCH VIEW	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112752">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112752</a>	Listing	II	CHURCH VIEW HIGH STREET Stebbing Uttlesford Essex
POST OFFICE AND STORES	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112754">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112754</a>	Listing	II	POST OFFICE AND STORES HIGH STREET Stebbing Uttlesford Essex
TOWN FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112756">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112756</a>	Listing	II	TOWN FARMHOUSE HIGH STREET Stebbing Uttlesford Essex
GLEBE HOUSE THE VICARAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1306900">https://HistoricEngland.org.uk/listing/the-list/list-entry/1306900</a>	Listing	II	THE VICARAGE HIGH STREET Stebbing Uttlesford Essex
HILLCREST	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168611">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168611</a>	Listing	II	HILLCREST 26 HIGH STREET Stebbing Uttlesford Essex
ARCHWAY COTTAGE SHAROCKS	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168638">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168638</a>	Listing	II	SHAROCKS HIGH STREET Stebbing Uttlesford Essex
PORTERS HALL OUTBUILDING AT REAR AND TO WEST OF PORTERS HALL	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112731">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112731</a>	Listing	II	PORTERS HALL OUTBUILDING AT REAR AND TO WEST OF PORTERS HALL PORTERS HALL END Stebbing Uttlesford Essex
MEAD COTTAGE OAK COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112775">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112775</a>	Listing	II	MEAD COTTAGE Stebbing BRAN END  Uttlesford Essex
CHURCH FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112778">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112778</a>	Listing	II	CHURCH FARMHOUSE CHURCH END Stebbing Uttlesford Essex
BELL HOUSE DUCKETTS BUTCHERS SHOP SIBLEY HOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1306903">https://HistoricEngland.org.uk/listing/the-list/list-entry/1306903</a>	Listing	II	BELL HOUSE HIGH STREET Stebbing Uttlesford Essex
SHEPHERDS	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168933">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168933</a>	Listing	II	SHEPHERDS THE DOWNS Stebbing Uttlesford Essex
TUDOR COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1306893">https://HistoricEngland.org.uk/listing/the-list/list-entry/1306893</a>	Listing	II	TUDOR COTTAGE HIGH STREET Stebbing Uttlesford Essex
PORTERS HALL	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322338">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322338</a>	Listing	II*	PORTERS HALL PORTERS HALL END Stebbing Uttlesford Essex

## APPENDIX B - HISTORIC ENGLAND - SCHEDULE OF HERITAGE ASSETS IN STEBBING AND UTTLESFORD LOCAL HERITAGE LIST FOR STEBBING 2018.

BENT MARSHALLS HOUSE NEXT TO SHEPHERDS TO THE NORTH AND BY PLANT HIRE YARD	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1168943">https://HistoricEngland.org.uk/listing/the-list/list-entry/1168943</a>	Listing	II	BENT MARSHALLS HOUSE NEXT TO SHEPHERDS TO THE NORTH AND BY PLANT HIRE YARD THE DOWNS Stebbing Uttlesford Essex
MARTIN'S HALL	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322318">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322318</a>	Listing	II	MARTIN'S HALL Stebbing BRAN END  Uttlesford Essex
POPLAR FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112750">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112750</a>	Listing	II	POPLAR FARMHOUSE Stebbing DUCK END  Uttlesford Essex
WHITE HART	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112763">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112763</a>	Listing	II	WHITE HART HIGH STREET Stebbing Uttlesford Essex
TWEED COTTAGE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112764">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112764</a>	Listing	II	TWEED COTTAGE HIGH STREET Stebbing Uttlesford Essex
Holt's Farm moated site	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1011614">https://HistoricEngland.org.uk/listing/the-list/list-entry/1011614</a>	Scheduling		Stebbing Uttlesford Essex
TAN FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112728">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112728</a>	Listing	II*	TAN FARMHOUSE MILL LANE Stebbing Uttlesford Essex
POPLAR FARM FARM BUILDINGS 30 METRES EAST OF FARMHOUSE, 2 BARNS, CALF BARN, DUCKS	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112751">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112751</a>	Listing	II	POPLAR FARM FARM BUILDINGS 30 METRES EAST OF FARMHOUSE 2 BARNS CALF BARN DUCKS HOUSE AND CHAFF HOUSE Stebbing DUCK EN
PARSONAGE FARMHOUSE	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1322281">https://HistoricEngland.org.uk/listing/the-list/list-entry/1322281</a>	Listing	II*	PARSONAGE FARMHOUSE CHURCH END Stebbing Uttlesford Essex
UNITED REFORMED CHURCH	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112769">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112769</a>	Listing	II	UNITED REFORMED CHURCH MILL LANE Stebbing Uttlesford Essex
Porter's Hall moated site	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1008701">https://HistoricEngland.org.uk/listing/the-list/list-entry/1008701</a>	Scheduling		Stebbing Uttlesford Essex
CHURCH OF ST MARY THE VIRGIN	<a href="https://HistoricEngland.org.uk/listing/the-list/list-entry/1112777">https://HistoricEngland.org.uk/listing/the-list/list-entry/1112777</a>	Listing	I	CHURCH OF ST MARY THE VIRGIN CHURCH END Stebbing Uttlesford Essex

Grade I Listed = 1  
Grade II Listed = 145  
Grade II\* Listed = 6  
SM = 3

Total = 155

# APPENDIX B - HISTORIC ENGLAND - SCHEDULE OF HERITAGE ASSETS IN STEBBING AND UTTLESFORD LOCAL HERITAGE LIST FOR STEBBING 2018.



## Uttlesford Local Heritage List October 2018



## STEBBING

1 to 6 The Old Chapel, Mill Lane

Ref: 375

**Description:** A dominant building dating back to 1719(xv) repaired and extended in the early 19th century. It is constructed of brick, painted with formal gable ended frontage incorporating a fine multi-paned window to front 1 st floor, and pilasters breaking forward at each side of the front face. This building was subject to recent planning approval for conversion into a number of residential units and a new development within the grounds fronting the lane. To the rear a graveyard will remain and with some important trees.

**Criteria:** A, B, C, H

**Value:** Group/ Individual



142

## APPENDIX B - HISTORIC ENGLAND - SCHEDULE OF HERITAGE ASSETS IN STEBBING AND UTTLESFORD LOCAL HERITAGE LIST FOR STEBBING 2018.

1 and 2 Chapel Cottages, Mill Lane

Ref: 376

**Description:** Constructed in red brick with yellow brick dressings with slate roof gabled to front. They have good detailed dressings with foliated symbols, original openings with storm porches to the side unfortunately these dwellings have been subject of replacement double-glazed windows. They are also representative of the few 19th century buildings within the conservation area.

**Criteria:** A, B, C

**Value:** Group/ Individual



## APPENDIX C - LETTER DATED 17TH JULY 2020 FROM UDC PLANNING POLICY OFFICER RESPONDING TO A REQUEST FOR AN INDICATIVE HOUSING REQUIREMENT.



### UTTLESFORD DISTRICT COUNCIL

Council Offices, London Road, Saffron Walden, Essex CB11 4ER  
Telephone (01799) 510510, Fax (01799) 510550  
Textphone Users 18001  
Email [uconnect@uttlesford.gov.uk](mailto:uconnect@uttlesford.gov.uk) Website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

**Chief Executive: Dawn French**

Mr Andrew Martin  
Town Mill  
Mill Lane  
Stebbing  
Dunmow  
Essex  
CM6 3SN

17 July 2020

Please Ask for Demetria Macdonald  
Telephone: 01799 510518  
Email: [dmacdonald@uttlesford.gov.uk](mailto:dmacdonald@uttlesford.gov.uk)

Dear Sir,

### Stebbing Neighbourhood Plan – Indicative Housing Requirement

Dear Mr Martin

Thank your correspondence of 14 July 2020 inter alia requesting an indicative housing requirement figure for the Stebbing Neighbourhood Plan.

We would like to confirm that the Council currently considers that the indicative housing requirement for the neighbourhood area of Stebbing is 25 dwellings between 2019 and 2033. This is an indicative figure provided in line with the Planning Practice Guidance (Reference ID: 41-097-20190509) for the purposes of satisfying paragraph 14b of the National Planning Policy Framework.

We would like to further set out the justification for this figure. We are currently working on a new Local Plan and as yet no strategy for the newly emerging plan has been developed and consequently no distribution of housing figures has been determined. This figure therefore relies on housing figures from the withdrawn Local Plan. However, the principle of a settlement hierarchy based on the relative sustainability of settlements in the district is likely to be brought forward in the new Local Plan and will guide the housing supply distribution to towns and villages in that development in less sustainable villages, like Stebbing, should be limited.

Based on the two current applications bringing forward a total of 47 dwellings the requirement as set out in the withdrawn Local Plan has been met on sites of 6+ dwellings in Stebbing. The 25 dwellings proposed by the Stebbing Neighbourhood Plan are counted as

contributing towards a windfall of 1,717 dwellings as per Table 1<sup>1</sup> of the Council's Local Plan Matter 4 Statement which updates these figures to 1 April 2018.

As noted the draft Stebbing Neighbourhood Plan allocates a minimum of 19 dwellings and maximum of 25 dwellings up to 2033 on top of the 47 dwellings that have been partially or fully built. The indicative figure of 25 dwellings will make more efficient use of land resources. We therefore consider that the draft Neighbourhood Plan identifies sufficient supply to meet the current indicative housing requirement for the neighbourhood area.

As the Council's newly emerging Local Plan is developed, and clarity is developed for the district's housing requirement and the strategy for meeting these needs, the housing distribution for Neighbourhood Plans could change.

Yours sincerely

**Demetria Macdonald**  
**Planning Policy Officer**

## APPENDIX D - GLOSSARY AND ABBREVIATIONS

**Adoption** - The final confirmation of a local plan by a local planning authority.

**Affordable Housing** – Provided to eligible households whose needs are not met by the market. Affordable housing should include provisions to remain at an affordable price for future eligible households. UDC defines affordable housing units as “resulting in weekly outgoings on housing costs that 25% of Uttlesford households can afford, excluding housing benefit”. They are typically sold or rented at not less than 80% of market value. For a full definition refer to Annex 2 : Glossary of the NPPF 2019.

**Biodiversity** - The degree of variation of life forms within a particular ecosystem. Biodiversity is a measure of the health of an ecosystem. Human activity enerally tends to reduce biodiversity, so special measures often need to be taken to offset the impace of development on natural habitats.

**Brownfield Land**- Land that has been previously developed.

**Building for life** - A technique for assessing the quality of housing proposals using 20 criteria including sustainability, urban design and social/community factors.

**Community** - A group of people that hold something in common. They could share a common place (e.g. individual neighbourhood) a common interest (e.g. interest in the environment) a common identiy (e.g. age) or a common need (e.g. a particular service focus).

**Community Engagement and Involvement** - Involving the local community in the decisions that are made regarding their area.

**Conservation Area** – An area designated by the District Council under Section 69 of the Planning (Listed Buildings and Conservations Areas) Act 1990 as an area of special architectural or historical interest, the character or appearance of which it is desirable to preserve or enhance. There are additional controls over demolition, minor developments and the felling of trees.

**Consultation Statement** – A Consultation Statement accompanying a Neighbourhood Plan is required by the Localism Act 2011. The Consultation Statement must set out what consultation was undertaken and how this informed the Neighbourhood Plan.

**Core Objective** – An objective developed specifically for the Neighbourhood Plan through consultation with local people.

**Core Strategy** – A Development Plan document setting out long term spatial vision and objectives, and containing both strategic policies and generic policies which will apply to all development proposals in the local authority area as a whole. See Local Plan.

**Design and Access statement**- A short report accompanying a planning permission application. Describes design principles of a development such as layout, townscape characteristics, scale, landscape design and appearance.

**Designated Area** – One of the first steps in producing a Neighbourhood Plan is the designation of the area to which the Plan will apply once adopted. The Designated Area may be set simply as the official town or parish boundaries, or may cover a larger or smaller area. The Neighbourhood Plan Designated Area must be approved by the Local Planning Authority.

**Development** – Legal definition is “The carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land”. This excludes the County Matters of minerals and waste.

**Development Plan**- A document setting out the local planning authority’s policies and proposals for the development and use of land in the area.

**Equalities Impact Assessment** - For a neighbourhood plan, this would be an assessment of impacts against different characteristics protected by law (such as gender, ethnicity and disability). This can be useful in demonstrating that a plan does not breach human rights law.

**Essex Coast RAMs** - An initiative by ECC and other Essex Authorities to raise awareness of birds that feed and breed on the Essex coast and to discourage disturbance by the public.

**Essex Design Guide** – see <https://www.essexdesignguide.co.uk/> . The Guide was established in 1973 by Essex County Council. It is used as a reference to help create high quality places with an identity specific to its Essex context. It was revised in 2005 and again in 2018. It is of national significance.

**Evidence Base** – The researched, documented, analysed and verified basis for preparing the Neighbourhood Plan. It consists of many documents produced over a period of years, many of which have been produced by Uttlesford District Council as part of the process of developing its Core Strategy.

**Greenfield site** - Land where there has been no previous development.

**Habitats Regulations Assessment** - a process by which a 'competent authority' is legally required to assess the potential impacts on internationally important sites of plans and projects under the Conservation of Habitats and Species Regulation 2017.

**Highway Authority** - The body with legal responsibility for the management and maintenance of public roads. In the UK the highway authority is usually the county council or the unitary authority for a particular area, which can delegate some functions to the district council.

**Housing Associations** - Not-for-profit organisations providing homes mainly to those in housing need.

**Infrastructure** – All the ancillary works and services which are necessary to support human activities, including roads, sewers, schools, hospitals and so on.

**LEAP** – Local Equipped Area for Play.

**Listed buildings** - Any building or structure which is included in the statutory list of buildings of special architectural or historic interest.

**Local Green space**- This is a formal designation that may be made by neighbourhood plans, to provide protection for green spaces valued by the local community, and following the guidance set out in paragraphs 99 - 101 of the NPPF 2019.

**Local Plan** – A set of policies adopted by the District Council to establish rules for the granting of planning permission within the District. The Local Plan lays down the housing development quotas for its towns and parishes, but these are a minimum requirement and there is no maximum limit. A Local Plan may also establish site allocations for these quotas.

**Localism Act** – An Act of Parliament that became law in April 2012. The Act introduces a new right for local people to draw up Neighbourhood Development Plans for their local area.

**Locality** – A nationwide network of community-led organisations helping communities set up local organisations and those involved in neighbourhood planning.

**Local Referendum** - A direct vote in which communities will be asked to either accept or reject a particular proposal.

**Major Development** – Residential development consisting of over 10 units.

**Material considerations**- Factors which are relevant in the making of planning decisions, such as sustainability, impact on residential amenity, design and traffic impacts.

## APPENDIX D - GLOSSARY AND ABBREVIATIONS

**Minerals and Waste Plans** – Essex County Council is responsible for minerals and waste planning in the area. In respect of mineral planning issues, extant policy is set out within the Essex Minerals Local Plan (MLP) (adopted 2014). In respect of waste planning issues, extant policy is set out within the Essex and Southend-on-Sea Waste Local Plan (WLP) (adopted 2017). The WLP includes site allocations and policies to guide future waste development in Essex up to 2032.

**Mixed Use Development** – Development which provides a mixture of habitable units and units for employment.

**National Planning Policy Framework** – A document published by the Government setting out national guidelines for sustainable development. The NPPF replaces all previous national planning guidelines. Where there is no Local Plan or Neighbourhood Plan in place, the NPPF is the sole consideration for the Planning Inspectorate in determining whether or not to grant planning permission. All Local Plans and Neighbourhood Plans, where adopted, must accord with the NPPF.

**NEAP** – Neighbourhood Equipped Area for play. It is supported by the Governments on-line Planning Practice Guidance (PPG).

**Neighbourhood Area**- The local area in which a neighbourhood plan or neighbourhood development order can be introduced.

**Neighbourhood Development Plan** – A set of policies emerging from the wishes of the local community to establish rules for the granting of planning permission within the Designated Area. A Neighbourhood Plan is not about stopping development, but guiding it so that the character and vibrancy of a local community and area is maintained and enhanced even throughout the process of change.

**Parking standards** - The requirement of a local authority in respect of the level of car parking provided for different kinds of development.

**Planning obligation** - Planning obligation under Section 106 of the Town and Country Planning Act 1990, secured by a local planning authority through

negotiations with a developer to offset the public cost of permitting a development proposal. Sometimes developers can self-impose obligations to pre-empt objections to planning permission being granted. They cover things like highway improvements or open space provision.

**Planning Permission**- Formal approval granted by a council allowing a proposed development to proceed.

**Plan Period** – The period for which the Neighbourhood Plan or Uttlesford Local Plan will set planning policy.

**Publicly Accessible Open Space** – Open space that is open to the public and is normally owned and managed privately.

**Public Open Space** – Open space to which the public has free access.

**Ramsar sites**- Wetlands of international importance, designated under the 1971 Ramsar Convention.

**Residential Development** – Development which provides habitable units only, or with small scale convenience shops.

**Scheduled Monument/Scheduled Ancient Monument**- A nationally important archaeological site, building or structure which is protected against unauthorised change by the Ancient Monuments and Archaeological Areas Act 1979.

**Setting** - The immediate context in which a building is situated, for example, the setting of a listed building could include neighbouring land or development with which it is historically associated, or the surrounding townscape of which it forms a part.

**SHLAA** - Strategic Housing Land Availability Assessment, which is undertaken by the local planning authority to identify potential development sites for housing in their area.

**Significance**- The quality and characteristics which define the architectural or

historic interest of a historic building or area.

**Significant Development** – Residential development consisting of over 10 units.

**Site Allocation Plan**- A plan accompanying a planning policy document or statement which identifies sites within the plan area on which certain kinds of development are proposed, e.g. residential or retail development.

**Social Housing** – Social housing is let at low rents, which may be around 50% of market rent, on a secure basis to those who are most in need or struggling with their housing costs. Normally councils and not-for-profit organisations (such as housing associations) are the ones to provide social housing, which may include shared ownership arrangements.

**Soundness** - The soundness of a statutory local planning document is determined by the planning inspector against three criteria: whether the plan is justified, whether it is effective, and whether it is consistent with national and local planning policy. Plans found to be unsound cannot be adopted by the local planning authority. It should be noted, neighbourhood plans are NOT required to meet these tests of soundness.

**Space Standards** - Quantified dimensions set down by a local planning authority to determine whether a particular development proposal provides enough space around it so as not to affect the amenity of existing neighbouring developments. Space standards can also apply to garden areas.

**Special Protection Area**- Areas classified under Regulation 15 of the Conservation of Habitats and Species Regulations 2017 which have been identified as being of international importance for the breeding, feeding, wintering or the migration of rare and vulnerable species of birds.

**Steering Group** – An organisation established to guide the production of a Neighbourhood Plan. The Stebbing Neighbourhood Plan Steering Group consists

of parish councillors, local residents and businessmen, and has been administered through the office of the Parish Clerk of Stebbing Parish Council.

**Sustainability Appraisal** – A process of appraising policies for their social, economic and environmental effects which must be applied to all Development Plan documents.

**Strategic Environmental Assessment** – Environmental assessment as applied to policies, plans and programmes. Has been in place since the European SEA directive (2001/42/EC).

**Strategic Housing Market Assessment** – The NPPF says local authorities should prepare a Strategic Housing Market Assessment to assess their full housing needs. It should identify the scale and mix of housing and the range of tenures that the local population is likely to need over the plan period which meets household and population projections, taking account of migration and demographic change. It should address the need for all types of housing, including affordable housing and the needs of different groups in the community.

**SUDS (Sustainable Drainage Systems)** – A drainage system that controls the rate and run-off of surface water from developments. Its replaces the conventional practice of routing run-off through a pipe to a watercourse, which can cause problems with flooding. SUDS minimise run-off by putting surface water back into the ground on site through measures such as permeable paving, underground infiltration blankets and drainage swales (similar to traditional ditches). Where surface water must still be taken off-site (because, for example, the site is underlain by clay that reduces the permeability of the ground), features to slow down the rate of run-off are used – these may include ponds or underground storage tanks to store water, and oversized pipes.

**Sustainability Appraisal** - An assessment of the environment, social and economic impacts of a local plan from the outset of the preparation process to check that the plan accords with the principles of sustainable development.

**Sustainable Development** - An approach to development that aims to allow economic growth without damaging the environment or natural resources.

## APPENDIX D - GLOSSARY AND ABBREVIATIONS

Development that “meets the needs of the present without compromising the ability of future generations to meet their own needs”.

**Sustrans** – A charity whose aim is to enable people to travel by foot, bicycle or public transport for more of the journeys made every day. Sustrans is responsible for the National Cycle Network.

**Town and Country Planning Act 1990** - Currently the main planning legislation for England and Wales is consolidated in the Town and Country Planning Act 1990; this is regarded as the ‘principal act’.

**Tenure** - the terms and conditions under which land or property is held or occupied, e.g. five year leasehold, freehold owner occupation, etc.

**Tree preservation order** - An order made by a local planning authority to protect specific tree, a group of trees or woodland. Tree preservation orders (TPOs) prevent the felling, lopping, topping, uprooting or other deliberate damage of trees without the permission of the local planning authority.

**Use Classes** – The Town and Country Planning (Use Classes) Order 1987 as amended by the (Use Classes) (Amendment) (England) Regulations 2020, puts uses of land and buildings into various categories known as “Use Classes”. For example, A1 is shops and B2 is general industrial.

**Uttlesford District Council** – The Local Planning Authority for Stebbing.

**Windfall Sites** – Sites not allocated for development in the Uttlesford District Local Plan that unexpectedly come forward for development

## APPENDIX D - GLOSSARY AND ABBREVIATIONS

### Abbreviations

ACV	Asset of Community Value
ANGst	Accessible National Green Space Standard (in Towns and Cities)
BREEAM	Building Research Establishment Environmental Assessment Method
BT	British Telecom
ECC	Essex County Council
EU	European Union
FAQs	Frequently asked Questions
GI	Green Infrastructure
Ha	Hectares
HRA	Habitats Regulations Assessment
LGS	Local Green Space
MLP	Minerals Local Plan
NE	Natural England
NEA	North Essex Authorities
NHS	National Health Service
NPP	Neighbourhood Plan
NPSG	Neighbourhood Plan Steering Group
NPPF	National Planning Policy Framework
OFSTED	Office for Standards in Education, Children's Services and Skills Department
PC	Parish Council
PPG	Planning Practice Guidance
RCCE	Rural Community Council of Essex
SLAA	Strategic Land Availability Assessment
SHMA	Strategic Housing Market Assessment
SPA	Special Protection Area
UCT	Uttlesford Community Travel
UDC	Uttlesford District Council
ULP	Uttlesford Local Plan
WLP	Waste Local Plan

WoBGC  
Zol

West of Braintree Garden Community  
Zone of Influence

## APPENDIX E - LIST OF EVIDENCE BASE DOCUMENTS

1. Stebbing- Conservation Area Appraisal and Management Plan (UDC: March 2010)
2. Housing Strategy 2016-21 (UDC: December 2015)
3. West Essex and East Hertfordshire Strategic Housing Market Assessment ( July 2017).
4. The Landscape Character Assessment (Chris Blandford Associates) (September 2006)
5. Land West of Braintree Land and Visual Appraisal (Chris Blandford Associates) (June 2017)
6. Landscape Sensitivity and Capacity Appraisal- The Landscape Partnership (March 2017) \*
7. Heritage Assessment- Grover Lewis Associates (August 2017) \*
8. Stebbing : The Prospect for survival- Stebbing Society, 1975
9. Housing Needs Survey- Stebbing (March 2015)
10. Rural Community Profile – Stebbing (October 2013)
11. Open Spaces Society: Information Sheet No 20 (2015) (Local Green Spaces Designation)
12. Essex Wildlife Trust: Maps and data relating to local wildlife sites.
13. Asset of Community Value- designation of Clubhouse, runway and parking at Andrewsfield Airfield by UDC and BDC- June 2020.
14. Consultation Statement
15. Stebbing - Site Appraisals April 2019 \* Urban Vision CIC
16. Extant planning permissions in Stebbing Parish
17. Local Green Space Designation - Assessment
18. UDC determination relating to HRA Screening Assessment
19. Plan showing ECC Minerals Safeguarding Area within Parish
20. Basic Conditions Statement

- Parish Online- Historic Environmental Record (information from Parish Online interactive mapping)- no physical document (Map 4)

( \* = Available in pdf format on the Stebbing Neighbourhood Plan website)

Evidence Base Documents can be found online at: <https://tinyurl.com/y6a745d3>

### Impact of Policies and Proposals on Groups with Protected Characteristics

B.1 This Chapter considers each of the Neighbourhood Plan policies and the likely impact on the groups with protected characteristics.

B.2 The Landscape and Countryside Policies identify a separation area that helps to maintain the rural identity of the Parish. This can have a positive effect for people who value the rural identity of the Parish with opportunity for country views. It will provide open space and may provide for recreational opportunities for all, although some protected groups may find this area less easy to access. This policy is therefore deemed to have a neutral effect on protected groups.

B.3 The Transport Policy improves access to open space or provides additional open space with enhancements to footpaths and footways. This could also assist with provision for access by mobility scooters of the type used by elderly and disabled people. This can have a positive effect for people from the protected groups especially the disabled and elderly giving opportunity to access areas that have long been valued in the community. The positive effect is likely to be high.

B.4 The Housing and Design Policy Promotes good design and respect for the character of the architecture of Stebbing. Whilst this policy promotes good design that can be enjoyed by all it does not specifically make provision for any protected groups. This policy is therefore deemed to have a neutral effect on the protected groups.

B.5 The Environment Policy Protects biodiversity and natural habitats. Whilst this policy is likely to promote a general feeling of wellbeing for many it is deemed to have a neutral impact for most of the protected groups.

B.6 The Housing and Design Policy seeks to provide well designed developments with a range of properties. This includes affordable homes that either provide on site open space, or contributions to be made towards areas of open space within the village particularly for the upkeep and enhancement of current village open spaces and play areas. These already provide some fitness

equipment and play equipment suitable for use by those with disabilities as well as young people and the elderly. The need for bungalows is highlighted which could be more suitable for people with limited mobility.

B.7 The Neighbourhood Plan recognises the need to provide and protect Open Spaces and play facilities for all when new development is being considered. Target design speeds and safe links to footpaths can add to the safety for the less mobile, young and elderly; the availability of car parking on site will enable occupation by less mobile residents and measures to mitigate the potential increased traffic on village roads. It is also believed to have a positive impact. The availability of a variety of range of properties including affordable homes may provide homes for young families and therefore benefit pregnant women and those with young families. This policy is believed to have a high positive impact for the groups with protected characteristics.

B.8 The proposed housing allocations provide sites for additional homes if needed to provide for a shortfall identified by the failure of other sites to come forward. As far as can be ascertained from available data, this therefore would have no negative effect on the protected groups and as it is likely to provide more opportunities for housing the impact is deemed to be positive.

B.9 Housing and Design Policy seeks to ensure that affordable homes that are built will firstly be made available for local residents. This is likely to enable young people starting out on family life or older people wanting to move to smaller properties, the opportunity to occupy suitable homes within their own Parish. This policy is therefore positive for both young and older members of the community who belong to the protected groups.

B.10 Transport Policy. This Policy seeks to ensure that traffic accessing new developments will travel at reasonable speeds to ensure the safety of pedestrians, cyclists and other road users. This policy will be very positive for both young and old (both of whom are in the protected groups) who may access the properties. It will also ensure that elderly people who may use mobility vehicles will have safe access.

## APPENDIX F - EQUALITY IMPACT

B.11 Transport Policy provides for safe access to school and to community facilities which will be included in the design of the SDA. Community facilities will be accessible to all protected groups and may provide not only for the young and older groups but will also provide access for religious groups and others from the protected groups.

B.12 Transport policy requires travel plans to be provided for new developments; such plans will be required to consider access by all groups, including the protected groups, where relevant. This policy will therefore have a positive impact for many of the protected groups. The positive impact is considered to be high.

B.13 Transport Policy provides for electric charging points to be provided at suitable places. This policy will benefit all who have electric vehicles which may include a number of the target groups in particular it is envisaged that older people may have electric vehicles. This policy will therefore have a positive impact for these users; it may however be seen to be a low impact as it will be dependent on other factors.

B.14 Natural Environment Policy relates to enhancements to the natural environment including biodiversity and access to multifunctional greenspace, providing for recreation and innovative areas for greenspace. This policy allows some flexibility for innovation which along with requirements for recreational areas offers positive opportunities to support the protected groups. The effect is therefore considered to be positive for the groups with protected characteristics.

B.15 Housing Policy requires the protection of countryside views when development takes place. Whilst this may generally contribute to an overall feeling of wellbeing the impact on the target groups could only be identified to be neutral.

B.16 Housing Policy proposes standards for the design of new business developments that will be suitable for all; the inclusion of links to walking, cycling networks will improve access for all, including the protected groups.

The addition of travel plans will provide another opportunity for the protected groups to be considered and impacts to be positive for the groups with protected characteristics.

B.17 Technology Policy provides opportunities for business developments in the rural parts of the Parish. Providing employment opportunities without the need to travel long distances will be of benefit to those who find travel to work difficult. This may help young people and those with young families and the potential for live/work units which would be of particular benefit for disabled persons with limited mobility. The policy is believed to have a high positive impact for the groups with protected characteristics.

B.18 The availability of community buildings for a diverse range of activities is particularly important in rural communities. In particular community buildings in the Parish are available to all including the target groups; of particular importance is the Church which will be important for religious groups while a variety of cultural activities take place in other community buildings and on other sites. The policy is considered to be of high positive impact for the protected groups.

B.19 Economic and Tourism Policies provide opportunities for employment or business development on acceptable sites. This provides opportunities for business and employment in the countryside and for live/work units. The policy can help to steer developments that provide local employment opportunities for people in the Parish. This will give opportunities for the less mobile and for young people without transport to find work and therefore is considered to have a positive impact for the protected groups.

B.20 Technology Policy relates to the provision of broadband and telecommunications enhancements. The internet can be used by most of the protected groups and is likely to be used more in the future; this policy is therefore considered to be positive for young and old, those with disabilities and mobility problems and in fact is positive for all of the protected groups so has a high positive impact.

- Uttlesford District Council (Planning Policy Department)
- Mrs Rachel Hogger (Modicum Planning Ltd)
- Mr Simon Neesam (The Landscape Partnership Ltd)
- Messrs Roy Lewis and Philip Grover (Grover Lewis Associates Ltd)
- The Advisory Team at Rural Community Council of Essex
- Urban Vision Enterprise CIC
- Locality
- Stebbing Local History Society
- Mrs Francine Morgan
- Mr Michael Kingdom
- Mrs Margaret Rufus
- Photographers:
  - Mr Howard Joliffe
  - Ms Claire Basham-Smith
  - Mr Bernard Bazley
  - Ms Francesca Bazley

- Mr John Evans
- Mr Peter Finlay/SERCLE
- Mr Richard E Flagg/UK Airfields
- Dr Michael Frost
- Mr Peter Merifield
- Ms Zoe Panting
- Ms Catherine Hewitt
- Ms Jill Griffiths
- Mr Greg King (Clerk to Stebbing Parish Council and Stebbing Neighbourhood Plan Steering Group)
- Our many volunteers who delivered to and collected by hand the Main Questionnaire from each Village Household



**Committee:** Cabinet

**Date:**

**Title:** First Homes Planning Advisory Note

Tuesday, 29 March 2022

**Portfolio Holder:** Portfolio Holder for Planning, Stansted Airport, Infrastructure Strategy and the Local Plan

**Report Author:** Stephen Miles, Local Plans and New Communities Manager  
smiles@uttlesford.gov.uk

**Key decision:**  
No

---

## Summary

1. This paper provides local guidance relating to the government's requirement to include First Homes as an element of affordable housing.

## Recommendations

2. Cabinet is recommended to endorse the guidance as a material consideration to inform decision making.

## Financial Implications

3. None.

## Background Papers

4. None

## Impact

- 5.

Communication/Consultation	The First Homes policy has been introduced by government, and government will have carried out appropriate consultation.
Community Safety	N/a
Equalities	The government will have carried out an equalities impact assessment of their policy.
Health and Safety	N/a
Human Rights/Legal	The government will have looked at the legal and human rights aspects of their

Implications	policy
Sustainability	N/a
Ward-specific impacts	All
Workforce/Workplace	None.

## Situation

6. On 24th May 2021, the Government published a Written Ministerial Statement<sup>1</sup> that set out plans for delivery of a new type of affordable home ownership product called First Homes. To support the future development of First Homes, the Government also set out changes to national planning policy.<sup>2</sup>
7. The policy changes come fully into effect from 28 March, and Uttlesford needs to have appropriate guidance to assist with decision making for planning applications.
8. Appended to this paper is draft guidance for the group to consider. Colleagues in the Housing Strategy Team have drafted this guidance in consultation with the Local Plans team and Development Management.

## Risk Analysis

9.

Risk	Likelihood	Impact	Mitigating actions
That appropriate guidance is not in place to support decisions making on planning applications	1	3 – delays to decisions on planning applications and increased risk of appeal	This guidance is being brought before the group prior to the government's policy coming into full effect

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

■ \_\_\_\_\_

<sup>1</sup> <https://questions-statements.parliament.uk/written-statements/detail/2021-05-24/hlws48>

<sup>2</sup> <https://www.gov.uk/guidance/first-homes>

# First Homes: Planning Advice Note

## 1. Background

1.1 On 24th May 2021, the Government published a Written Ministerial Statement<sup>1</sup> that set out plans for delivery of a new type of affordable home ownership product called First Homes. To support the future development of First Homes, the Government also set out changes to national planning policy.<sup>2</sup>

1.2 First Homes are a specific kind of discounted market sale housing which must:

- be discounted by a minimum of 30% against the market value; and
- can only be sold to a person or persons meeting the First Homes eligibility criteria (see below); and
- after the discount has been applied, the first sale must be at a price no higher than £250,000 outside of London; and
- on the first sale, a First Home will have a restriction registered on the title of the property at HM Land Registry to ensure the discount (percentage of current market value) and certain other restrictions are passed on at each subsequent title transfer.

1.3 This is the minimum criteria a First Home must meet and would be considered to meet the definition of 'affordable housing' for planning purposes.

1.4 The national eligibility criteria for purchasers of First Homes includes the following:

- a purchaser (or, if joint purchase, all the purchasers) of a First Home should be a first-time buyer<sup>3</sup>;
- and purchasers of First Homes, whether individuals, couples or group purchasers should have a combined annual household income not exceeding £80,000 in the tax year immediately preceding the year of purchase;
- and a purchaser of a First Home should have a mortgage or home purchase plan (if required to comply with Islamic Law) to fund a minimum of 50% of the discounted purchase price;
- and the First Home must be the buyer's main residence with restrictions on lettings being applied.

1.5 The First Homes Written Ministerial Statement does give local authorities or neighbourhood planning groups discretion to:

- Require a higher minimum discount of either 40% or 50% if they can demonstrate a need for this.
- Set lower price caps if they can demonstrate a need for this.
- Apply time limited eligibility criteria in addition to the national criteria described above, for example a local connection test, or criteria based on employment status.

---

<sup>1</sup> <https://questions-statements.parliament.uk/written-statements/detail/2021-05-24/hlws48>

<sup>2</sup> <https://www.gov.uk/guidance/first-homes>

<sup>3</sup> As defined in paragraph 6 of schedule 6ZA of the Finance Act 2003 for the purposes of Stamp Duty Relief for first time buyers.

1.6 First Homes are the Government's preferred discounted market tenure and should account for a minimum 25% of affordable housing secured through planning obligations.

1.7 Uttlesford District Council requires the provision of 40% of the total number of residential units to meet the national definition of 'affordable housing' within all new residential developments that comprise 15 or more residential units or a site of 0.5 hectares and above.

1.8 To meet housing need the 40% affordable housing policy requirement must incorporate 70% affordable housing for rent, provided as either social or affordable rented housing. The remaining 30% required to meet demand for affordable home ownership and comply with national planning policy, which requires that at least 10% of homes should be available for affordable homes ownership. It was assumed to be provided as shared ownership housing where buyers purchase a share in a home and pay a below market rent on the share that they do not own.

1.9 The First Homes Written Ministerial Statement also introduced a First Homes exceptions site policy to encourage First Homes-led development on land that is not currently allocated for housing, replacing the entry-level exception site policy.

1.10 First Homes exception sites should be on land which is not already allocated for housing and should:

- a) comprise First Homes (as defined in the Written Ministerial Statement); and
- b) be adjacent to existing settlements, proportionate in size to them, not compromise the protection given to areas or assets of particular importance in the National Planning Policy Framework<sup>4</sup>, and comply with any local design policies and standards.

1.11 The First Homes exceptions site policy also allows a small proportion of market homes on the site at the local authority's discretion.

## 2. Purpose

2.1 The purpose of this advice note is to:

2.1.1. Clarify what a policy compliant affordable housing requirement on developments of 15 or more dwellings or a site of 0.5 hectares and above is following the implementation of the First Homes Written Ministerial Statement.

2.1.2 Set out the Council's position regarding those elements of the National criteria that can be amended by local authorities relating to the homes and purchasers of First Homes.

---

<sup>4</sup> They should not be permitted in National Parks, Areas of Outstanding Natural Beauty, land designated as Green Belt, or designated as rural under s.157 of the Housing Act 1985.

2.1.3 Clarify the Council's interpretation and position regarding the terms 'proportionate to the settlement' and 'small proportion of market homes' in relation to First Homes exceptions sites.

2.2 This Planning Advice Note will be reviewed in line with the review of the Local Plan, which is currently being undertaken to enable the new Local Plan to be adopted in 2024.

### **3. Policy Compliant Affordable Housing Mix**

3.1 A minimum of 25% of all affordable housing units secured through developer contributions should be First Homes, subject to the transitional arrangements (see below).

3.2 Once a minimum of 25% of First Homes has been accounted for, social rent should be delivered in the same percentage as set out in the Local Plan.

3.3 The remainder of the affordable housing tenures should be delivered in line with the proportions set out in Local Plan policy.

3.4 The First Homes Planning Practice Guidance states that a policy compliant planning application should seek to capture the same amount of value as would be captured under a local authority's up-to-date published policy. It sets out that where a plan viability assessment shows the amount of value captured, this allows the total value captured under the policy to be calculated. This value can then be reallocated to a different affordable housing mix under the new policy<sup>5</sup>.

3.5 Currently the 40% affordable housing policy requirement consists of 70% affordable housing for rent and 30% affordable home ownership – assumed to be provided as shared ownership housing. As the 25% First Homes requirement can be accounted for within the 30% affordable home ownership element of the contribution, The following affordable housing contribution will be considered policy compliant:

**70% of the affordable units on new residential developments of 15 or more residential units or on a site of 0.5 hectares and above will be required as affordable housing for rent.**

**25% of the affordable units on new residential developments of 15 or more residential units or with a site of 0.5 hectares or more will be required as First Homes.**

**5% of the affordable units on new residential developments of 15 or more residential units or with a site of 0.5 hectares or more will be required as Shared Ownership Housing to continue to meet demand for affordable home ownership homes and from purchasers that do not meet the qualification criteria applied to First Homes.**

---

<sup>5</sup> First Homes Planning Practice Guidance, Paragraph: 014 Reference ID: 70-014-20210521

3.6 To ensure a compliant planning application captures the same amount of value as would be captured under the Local Plan:

**First Homes will be required at the 30% discount against the market value and the national price cap of £250,000 will apply.**

#### **4. Local Eligibility Criteria**

4.1 As part of planning obligations secured through section 106 agreements, local authorities can apply eligibility criteria to First Homes in addition to the national criteria described above.

In Uttlesford, the following additional local criteria will apply to all First Homes on initial sales and resales for a period of 3 months from when a home is first marketed:

**Households with an adult that at the time of marketing the First Home lives or works<sup>7</sup> in the Uttlesford district; or**

**Households with an adult that at the time of marketing the First Home is due to commence employment in the Uttlesford district: or**

**Households with an adult that at the time of marketing the First Home has a close family connection to the Uttlesford district (*parents, grandparents, children, siblings*)**

4.2 If a suitable buyer has not reserved a home after 3 months, the eligibility criteria will revert to the national criteria to widen the consumer base.<sup>6</sup>

4.3 In accordance with national Planning Practice Guidance, the local eligibility criteria will be disapplied for all active members of the Armed Forces, divorced/separated spouses or civil partners of current members of the Armed Forces, spouses or civil partners of a deceased member of the armed forces (if their death was wholly or partly caused by their services) and veterans within 5 years of leaving the armed forces.

#### **5. First Homes Exceptions Sites**

5.1 The First Homes Written Ministerial Statement and associated planning guidance allows for First Homes exceptions sites to come forward on unallocated land outside of a development plan so long as it meets the criteria set out above. As well as being adjacent to existing settlements, the criteria states that these sites must be 'proportionate in size' to the existing settlements.

5.2 National Planning Practice Guidance states that for decision making, what constitutes a proportionate development will vary depending on local circumstances

---

<sup>6</sup> Rural exception sites which are only allowed when there is a clearly identified need in the Parish in which they are located, will continue to have a local eligibility criterion that favours residents with a defined connection to the Parish for a set period of time.

and encourages local authorities to set policies which specify their approach to determining the proportionality of First Homes exceptions site proposals.

5.3 Uttlesford District Council will consider whether First Homes exceptions site proposals are 'proportionate' to an existing settlement as part of the assessment process for each First Homes exception site application which is submitted. In all instances this will not exceed 15 units or 0.5 hectares, and in smaller settlements<sup>7</sup> 15 units is likely to not be proportionate.

5.5 The First Homes exceptions site policy also allows a small proportion of market homes on the site at the local authority's discretion.

5.6 The starting point is that market homes are not required, especially given First Homes are not required to be discounted beyond the 30% minimum, however: Where it can be demonstrated to the satisfaction of the Council that market housing is essential to cross-subsidise the delivery of First Homes on First Homes exceptions sites: the proportion of market housing must not exceed 20% of the total number of homes; and the market and affordable homes must be indistinguishable in design and quality.

5.7 National Planning Policy Guidance allows small quantities of affordable housing products for one or more other form of affordable housing on a proposed First Homes exceptions site where evidence suggests that a significant local need exists. This evidence can be in the form of a local Housing Needs Assessment or the local authority Housing Register.

5.8 As Uttlesford District Council has significant local need for more affordable housing for rent to meet the needs of households on the Council's Housing Register, we expect **at least 25% of First Homes exceptions sites to provide affordable housing for rent to meet the needs of those households in the greatest housing need on the Council's Housing Register.**

## 6. Transitional Arrangements

6.1 National Planning Practice Guidance sets out that the First Homes policy requirement does not apply to decision making for the following:

- sites with full or outline planning permissions already in place or determined (or where a right to appeal against non-determination has arisen) before 28 December 2021;
- applications for full or outline planning permission where there has been significant preapplication engagement which are determined before 28 March 2022; and
- sites where neighbourhood plans are adopted/made under the transitional arrangements -submitted for examination before 28 June 2021 or have

---

<sup>7</sup> Smaller settlements are defined as those settlements not identified 2.2.1, 2.2.3 and 2.2.3 of the Local Plan 2005, i.e. not Saffron Walden, Great Dunmow, Stansted Mountfitchet, Elsenham, Great Chesterford, Newport, Takeley/Priors Green and Thaxted.

reached publication stage and subsequently submitted for examination by 28 December 2021.

6.2 These transitional arrangements also apply to permissions and applications for entry-level exception sites.

6.3 The First Homes requirement does not apply to applications made under section 73 of the Town and Country Planning Act 1990 to amend or vary an existing planning permission unless the amendment or variation in question relates to the proposed quantity or tenure mix of affordable housing for the development.

## **7. Key Documents**

### **Uttlesford Local Plan (2005)**

7.1 Policies H9, H10 and H11 set out the affordable housing and rural exceptions site policies.

7.2 The Council is in the process of producing a new Local Plan for adoption in 2024.

### **Housing Strategy (2021-2026)**

7.4 The Council's Housing Strategy 2021-2026 establishes the key priorities relating to housing for the Uttlesford district and the actions to be taken to address these priorities.

**Committee:** Cabinet

**Date:**

**Title:** Developers' contribution guidance  
supplementary planning document – approval  
for consultation

Tuesday, 29 March  
2022

**Portfolio  
Holder:** Councillor Evans, Portfolio Holder for Planning,  
Stansted Airport, Infrastructure Strategy and  
the Local Plan

**Report  
Author:** Jeremy Pine, Senior Planning Policy Officer  
jpine@uttlesford.gov.uk

**Key decision:**  
No

---

## Summary

1. This report is about the production of developer's contribution guidance for use in negotiating section 106 agreements. It introduces the document and sets out the procedures that the Council will follow to adopt it as a supplementary planning document (SPD).

## Recommendation

2. That Cabinet approves the draft developers' contribution guidance for public consultation as a supplementary planning document (SPD) linked to the 2005 adopted local plan. Officers will set the timetable for the consultation as resources permit, taking into account the current workload associated with the production of the new local plan.

## Financial Implications

3. Within existing budgets.

## Background Papers

4. None.

## Impact

- 5.

Communication/Consultation	There will be a 4-week consultation period. This will include: i) website publication; ii) availability of printed copies at UDC offices and local libraries; iii) local advertisement; and
----------------------------	--

	iv) email to statutory bodies, including the Developer's Forum
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	SPDs do not require a sustainability appraisal. Strategic environmental assessment can be required if significant environmental effects are likely to occur that have not already been assessed during the preparation of the relevant strategic policies. Due to the nature of this SPD, this is not expected in this case.
Ward-specific impacts	The SPD applies districtwide.
Workforce/Workplace	Officer and member time in drawing up, approving and implementing the SPD.

## Situation

6. The production of developers' contribution guidance is one strand of the s106 agreement implementation pathway, which is part of the Planning Service Implementation Plan. The draft guidance document has now been prepared for public consultation. The document sets out the procedures that the Council will follow in negotiating s106 agreements and summarises the evidence base for calculating individual contributions. The draft document is attached as an appendix to this report.
7. The purpose of an SPD is to build upon and provide more detailed advice or guidance on policies in the adopted local plan. An SPD cannot introduce new policies, nor should it add unnecessarily to the financial burdens on development.
8. Once the consultation period has concluded, the results analysed and amendments made, the guidance will be adopted as SPD based on the 2005 adopted local plan. Adoption as SPD will make the guidance a material consideration in decision-making as an interim measure pending a new SPD based on the new local plan which is currently being produced.
9. Once the draft document has been approved for public consultation, officers will set the timetable for the consultation as resources permit, taking into

account the current workload associated with the production of the new local plan.

10. It is anticipated that the SPD will be formally adopted in late summer / early autumn.

11. As part of its ongoing work with the Council, which includes governance of the s106 contributions process, the Planning Advisory Service will be used as a sounding board during the SPD consultation process. This help will be an invaluable part of that process.

## Risk Analysis

12.

Risk	Likelihood	Impact	Mitigating actions
That the new guidance does not carry any material weight in the planning process.	2. There is some risk given that the existing local plan is now quite aged.	2. Without adopted guidance, negotiating s106 agreements is harder.	Adopt the new guidance as SPD based on the existing 2005 adopted local plan.

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.



## CONTENTS

1. Introduction	3
Purpose of this supplementary planning document Council priorities	
2. Legal and Planning Background	5
Statute	
Government policy and guidance	
The development plan	
3. Governance – Roles and Responsibilities and Procedures	9
Negotiation of s106 agreements	
Model agreements	
Charges for monitoring of obligations	
Timing and triggers for action or payment	
Index-linking of payments	
Payment of the Council's legal fees	
4. Detailed Considerations	13
Affordable housing	
Biodiversity	
Community facilities	
Education and school transport	
Flood and water management	
Healthcare	
Landscaping and open space	
Moving around	
Sports facilities	

Appendix A – Monitoring charges schedule (draft)

Appendix B – Calculation of affordable housing commuted payments

Appendix C – House numbers to warrant on-site open space provision

### **Purpose of this supplementary planning document**

**1.1.** This supplementary planning document (SPD) sets out how the District Council will seek contributions from developers via planning obligations that are required to make development proposals acceptable in planning terms. It replaces guidance previously issued in 2015 and which was adopted in that year by the Council as a material planning consideration. That guidance was subsequently withdrawn.

**1.2.** As it is required to do, this SPD is based upon policies contained in the adopted 2005 Uttlesford Local Plan (ULP 2005). As a new local plan is produced, a new draft SPD will emerge, reflecting the content of the new plan and the associated infrastructure delivery plan. The intention is that a new SPD document will be adopted after the adoption of the new local plan, replacing the existing one.

**1.3.** Contributions towards affordable housing, open space, landscaping and education, amongst others, are frequently required - mainly for new housing development. These contributions are in recognition that incoming residents will need access to amenities, often generating a requirement for additional or improved facilities where there is an identifiable material deficiency. Contributions towards highway and public transport improvements may also be required on a site-by-site basis. The provision of conveniently located, accessible, safe and attractive communal facilities integrated into, or in close proximity to residential areas can substantially improve the quality of life of residents and has social and health benefits.

**1.4.** This SPD is primarily intended for use by developers of residential schemes to ensure the consistent application of policies by the Council. A main aim of the SPD is to assist developers in making planning applications (particularly during pre-application negotiations) and to minimise planning delay.

**1.5.** The Council has reviewed and updated its statement of community involvement (SCI); the latest version being approved by cabinet on 9<sup>th</sup> March 2021 ([SCI](#)). The SCI sets out the consultation process the Council will adopt for all planning applications and pre-application processes. It encourages applicants to involve the community, including the relevant town or parish council or meeting before a formal application is submitted. Early involvement will help to address issues of concern and may help to avoid objections being made at a later date.

The SCI should assist developers in carrying out effective community involvement, particularly where the use of planning obligations is anticipated to be necessary.



**1.6.** All planning applications are determined on their own merits and on a site-by-site basis. This SPD will not cover every circumstance, and there may be occasions where a bespoke approach to contributions is required.

**1.7.** If you require further information that is not available on the Council's website, please either email [planning@uttlesford.gov.uk](mailto:planning@uttlesford.gov.uk) or contact the customer service centre on 01799 510510.

### **Council priorities**

**1.8.** The Council's corporate plan 2022-2026 (CCP) ([\*UDC Corporate Plan\*](#)) sets out its key priorities, the principles that inform everything that it does and how they will be done. The Council's vision is:

*"making Uttlesford the best place to live, work and play".*

**1.9.** The CCP puts residents, who are the electors, first. Residents' needs and welfare are the first and highest priority. Under the key priority of being an active place-maker for the district's towns and villages the Council will secure greater benefits for the community from new development. This will be delivered in four ways:

implement the community infrastructure levy (CIL) along with s106 to deliver strategic community projects and greater local benefit from development.

- 1) increase the transparency of the s106 agreement process and councilor engagement in it;
- 2) ensure that strong planning enforcement holds developers to account; and
- 3) require developers to be considerate of the communities in which they build.

**1.10.** This SPD will help both the Council and developers to deliver points 1) and 2) on behalf of Uttlesford residents. Points 3) and 4) are of equal importance but are beyond the scope of this guidance.

### **Statute**

**2.1.** Planning obligations are legal obligations that are entered into to mitigate the impacts of a development proposal. Section 106(1) of the Town and Country Planning Act 1990 (as amended) – (TCPA) allows planning obligations to be entered:

- a) restricting the development or use of land in any specified way.
- b) requiring specified operations or activities to be carried out in, on under or over the land.
- c) requiring the land to be used in any specified way; or
- d) requiring a sum or sums to be paid to the authority (*subsequent wording deliberately omitted*) .....on a specified date or dates or periodically.

**2.2.** Sections 106A and B of TCPA set out the circumstances in which planning obligations can be modified or discharged, including the mechanisms for an appeal.

**2.3.** Under regulation 122(2) of the CIL Regulations 2010 (as amended), planning obligations must only be sought where they meet all the following tests:

- a) necessary to make the development acceptable in planning terms.
- b) directly related to the development; and
- c) fairly and reasonably related in scale and kind to the development.

**2.4.** Planning obligations can be in the form of an agreement (commonly referred to as a section 106 (s106) agreement) by a person with an interest in the land and a local planning authority, or a unilateral undertaking by a person with an interest in the land. Planning obligations run with the land, are registered as a local land charge and are legally binding and enforceable through the courts. A unilateral undertaking is not binding against a local planning authority as it is not party to it.

### **Government policy and guidance**

**2.5.** The tests referred to in paragraph 2.3 are reiterated in paragraph 57 of the latest version of the National Planning Policy Framework (NPPF) 2021. Paragraph 55 of

the NPPF emphasises that local planning authorities should consider whether otherwise unacceptable development could be made acceptable using conditions or obligations. Planning obligations should only be used where it is not possible to address unacceptable impacts through a planning condition.

**2.6.** Online guidance on planning obligations is available via GOV.UK ([planning obligation guidance](#)).

**2.7.** This SPD presumes that the issue cannot be dealt with by the imposition of planning conditions.

### **The development plan**

**2.8.** The development plan consists of the Essex Minerals Local Plan (adopted in July 2014), the Essex and Southend-On-Sea Waste Local Plan (adopted in July 2017), ULP 2005 and the “made” (completed) neighbourhood plans in Felsted, Great Dunmow, Newport and Quendon and Rickling, and Thaxted.

**2.9.** Section 70(2) of TCPA requires the local planning authority, in dealing with a planning application, to have regard (inter alia) to the provisions of the development plan so far as material to the application. Section 38(6) of the Planning and Compulsory Purchase Act 2004 (PCPA) requires that, if regard is to be had to the development plan for the purpose of any determination to be made under the planning Acts, the determination must be made in accordance with the plan unless material considerations indicate otherwise.

**2.10.** Whilst the ULP 2005 is now an ageing plan, many of its policies were “saved” by a direction made by the Secretary of State for Communities and Local Government under paragraph 1(3) of schedule 8 to the PCPA. The direction was dated 21<sup>st</sup> December 2007. Unserved policies expired on 18<sup>th</sup> January 2008 and accordingly carry no weight. The purpose of saving policies in this way was to ensure continuity in the plan-led system and a stable planning framework locally, and, a continual supply of land for development. Policies were saved in the expectation (at that time) that they would be replaced promptly and by fewer policies making maximum use of national and regional policy.

**2.11.** The direction stated:

*“Following 18 January 2008 the extended policies should be read in context. Where policies were adopted some time ago, it is likely that material considerations, in*

*particular the emergence of new national and regional policy and new evidence, will be afforded considerable weight in decisions”.*



**2.12.** The mere act of “saving” a local plan policy does not mean that the policy automatically attracts significant weight in decisions and that weight is set in stone. Weight may well decrease over time, with the ULP 2005 being viewed as out of date where there is more up-to-date government policy and guidance.

**2.13.** The ULP 2005 has as part of its vision the securing of the necessary infrastructure to support the level of development proposed in the plan. Saved policy GEN6 of the plan states that:

*“Development will not be permitted unless it makes provision at the appropriate time for community facilities, school capacity, public services, transport provision, drainage and other infrastructure that are made necessary by the proposed development. In localities where the cumulative impact of developments necessitates such provision, developers may be required to contribute to the costs of such provision by the relevant statutory authority”*

**2.14.** The Council considers that significant weight can still be attached to policy GEN6, reflecting the importance that the Government attaches to improvements in infrastructure and affordable housing in paragraph 41 of the NPPF.

**2.15.** The Council is now going through the process of producing a new local plan following the withdrawal of the draft Uttlesford Local Plan 2019 in 2020. The new plan is required to be in place by December 2023. It is a key document which seeks to ensure that the Council has the right facilities and infrastructure in place to support the community and grow the local economy up to 2040. The new plan will set out the policies which are the starting point for the consideration of planning applications, including the identification of suitable locations for development. New local plan policies will cover (for instance):

- a) new housing, including:
  - how much housing*
  - in which locations*
  - whether certain sites should include affordable housing*
- b) employment, including:
  - how much is needed*
  - for which industries*
  - in which locations*
- c) transport required to support new developments and existing communities
- d) parks and green spaces
- e) community facilities, such as halls and community centres
- f) heritage, listed buildings and conservation areas
- g) health facilities
- h) leisure facilities

**2.16.** Once this SPD has been adopted, the Council will begin the preparation of a replacement SPD as the new local plan progresses through to adoption. This subsequent version will align with the new local plan policies and accompanying infrastructure delivery plan and any introduction of CIL. The Council paused progress on introducing CIL after the withdrawal of the 2019 plan.

**2.17.** In February 2021, the Council approved an interim climate change planning policy document [\(interim climate change policy\)](#) as non-statutory development management guidance. The aim of the document is to ensure that development contributes to climate change mitigation and adaptation. This follows the Council's declaration of a climate and ecological emergency in 2019 which is a commitment to achieving net zero carbon status by 2030. As the new local plan moves forward to a draft plan, the Council will be giving weight to the policy document and seeking contributions where necessary.

### 3. GOVERNANCE – ROLES AND RESPONSIBILITIES AND PROCEDURES

9

#### **Negotiation of s106 agreements**

##### Pre-application

**3.1.** It is the developer's responsibility to begin pre-application discussions with the Council as the local planning authority as soon as possible. The Council offers a paid pre-application advice service, details of which are available on its website ([\*UDC pre-application advice\*](#)).

**3.2.** As part of the pre-application advice system, the Council strongly urges the use of planning performance agreements (PPA) for new housing or commercial schemes. These are voluntary agreements between the local planning authority and an applicant aimed at delivering high quality sustainable development that is based on a clear vision and development objectives. The Council currently offers five PPA band categories based on the size of the proposed development in terms of the number of homes or area of commercial floorspace. Each band includes meetings with council officers (and appointed specialists if necessary), engagement with the town or parish council and a presentation to members.

**3.3.** A PPA will deal with several issues including s106 agreement negotiations but not legal and monitoring fees. It is the ideal forum for beginning to look at what the agreement needs to include (or the unilateral undertaking should offer if the developer chooses that route), considering the CIL regulations tests. Entering a PPA does not, of course, guarantee the outcome of a planning application but it does guarantee the availability of resources via an agreed project plan and work programme.

**3.4.** If a developer does not wish to enter a PPA, paid pre-application discussions with the Council can still take place. These would not include presentation to members, appointment of specialists or multi meetings.

##### Planning application submission

**3.5.** Once a planning application has been submitted to the Council and validated, a case officer will be appointed. The case officer will work with the developer and others to identify what obligations need to be included in the s106 agreement – a process which will be easier if there is a PPA. At this stage the case officer will notify the Council's solicitor, with formal instructions to follow later. Initially, the obligations will be expressed as Heads of Terms. These are the issues on which contributions are based and around which the details of the obligations are negotiated by the interested parties. If instead a developer chooses to submit a unilateral undertaking,

a complete, signed copy is required so it can be considered in the application determination process.

### Planning application determination

**3.6.** The approval of all major planning applications is a matter for the planning committee. Heads of Terms and their justification in accordance with the CIL regulations tests will be clearly set out in the committee report written by the case officer. The report will set out a timescale for completion of the s106 agreement. If a unilateral undertaking has been submitted, it will similarly be assessed against the CIL regulations tests in the committee report.

**3.7.** An obligation, whether set out in an s106 agreement or a unilateral undertaking, can only be a material planning consideration if it meets the CIL regulations tests. It is not the role of the case officer to decide between what a developer is willing to provide and what a local community might want. The case officer's job is to identify what mitigation is necessary, conforming to the provisions of the CIL regulations.

**3.8.** When a planning application has been resolved to be granted subject to a S106 agreement, the Council will send appropriate formal instructions to its solicitor. If not already provided, the developer will need to provide certain information to the Council's solicitor so that the negotiation process can commence. The information required is:

- name and contact details of the developer
- name and contact details of the developer's solicitor
- name, address, and post code of the land involved
- a current copy of the title to the land involved
- a solicitor's undertaking to meet the Council's costs of preparing the agreement

**3.9.** If the application is for outline planning permission, it may not be possible at that stage to fully detail the obligation particularly, say, if it is a payment relating to the number of homes provided. At that time the Council will want to agree with the developer how the obligation payment will be calculated, with the precise calculation left until full details of the development are provided at the reserved matters stage.

**3.10.** Failure to complete the s106 agreement within the given timescale will result in the application being refused for the reasons as set out in the committee report.

## **Model agreements**

**3.11.** The Council provides an s106 agreement template on its website ([S106 Templates](#)). The Council strongly advises developers to use the standard wording to avoid delay in the negotiation process. If the standard wording is used, this should help the developer to submit a draft s106 agreement with the planning application.

**3.12.** The template clauses include procedures for the provision, construction and transfer of affordable housing and include a sample “Mortgagee in Possession” clause.

## **Charges for monitoring of obligations**

**3.13.** The Council has a schedule of monitoring charges, which is set out in appendix A in Section 6. The charges (in draft now) are graded according to the number of homes that are to be built. In relation to strategic sites (>800 homes) and mixed-use sites, a bespoke monitoring charge will be negotiated.

## **Timing and triggers for action or payment**

**3.14.** The s106 agreement or unilateral undertaking will set out the relevant timings and trigger points. As a rule, it is better to have fewer different ones as this makes monitoring easier for everyone including the public. Development related trigger points should be used (such as prior to commencement or prior to first occupation) rather than fixed dates. Fixed dates can become nonsensical if there is slippage in the development programme. On larger developments, the phasing of payments (such as for the provision of school places) may be acceptable where this is compatible with infrastructure delivery.

**3.15.** If a developer considers that there is a case either for later or lower payment or later on-site delivery, this needs to be supported by evidence at the planning application stage. The case officer will need to set out a reasoned and evidenced justification in the committee report. Similar justifications will be required from the Council if it considers that earlier or higher payment or earlier on-site delivery is necessary.

## **Monitoring**

**3.16.** The Council’s s106 monitoring and enforcement officer is responsible for logging all obligations and associated trigger points on the Council’s s106 database, which ultimately will be publicly accessible on a read-only basis. The officer will act

on all trigger points to ensure that obligations are met. The officer will check that all payments are made in a timely manner, are forwarded to the appropriate third party where required and are spent in accordance with the CIL regulations. The officer will also check that the transfer of land and/or buildings to third parties takes place on time and any agreed contributions paid (such as for future maintenance).

**3.17.** A summary of money held and spent is available in the Council's infrastructure funding statement which can be viewed on its website ([infrastructure funding statement](#)).

**3.18.** As the signatory to the s106 agreement, the Council is responsible for the collection and spending of the money and, ultimately, the delivery of a project. This remains the case if delivery is by a third party such as a town or parish council. This might be, for instance, for the building of a new village hall or the refurbishment of an existing one. Most s106 agreements include a "pay back" clause. This means that if the money is not spent within a set period, it must be paid back to the developer with interest. Prior to releasing any initial money to a third party, the Council will require evidence of impending project delivery, and itemised invoices for phases of work subsequently undertaken.

**3.19.** If the developer becomes aware of any reason why trigger points may not be able to be met, it is the developer's responsibility to contact the s106 monitoring and enforcement officer immediately.

### **Index-linking of payments**

**3.20.** Unless otherwise agreed, all payments will be index-linked using the retail prices index. Indexation will be calculated from the date of the s106 agreement to the date of payment. The Council's monitoring officer will be able to provide a calculation of the amount due.

### **Payment of the Council's legal fees**

**3.21.** The Council's legal fees will be paid by the developer. The fees are as per the solicitors' guideline hourly rates set out on GOV.UK (last updated 1/10/21). Uttlesford is in national band 1, so the fee charged will currently range from £261/hour - £126/hour depending upon the grade of the solicitor involved.

### Affordable housing

**4.1.** The NPPF (annex 2) defines affordable housing as:

*“housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following:*

- a) affordable housing for rent.*
- b) starter homes.*
- c) discounted market sales housing.*
- d) other affordable routes to home ownership.*

**4.2.** In 2017, an affordable housing update to the West Essex and East Hertfordshire Strategic Housing Market Assessment (SHMA) was published ([SHMA](#)). The update calculated those 2,200 affordable houses within Uttlesford were needed between 2011-2033, of which 1,600 should be for affordable rent, and 600 shared ownerships. The Council has published its housing strategy 2021-2026, which sets out more local background detail ([housing strategy](#)).

**4.3.** Where a need for affordable housing on market-led developments is identified, the NPPF expects it to be met on-site in most circumstances. Affordable housing should only be sought for major developments (defined as 10 or more homes or a site area of greater than 0.5 hectares or more). To support the re-use of brownfield land, where vacant buildings are being re-used or redeveloped, any affordable housing contribution should be proportionately reduced.

**4.4.** The Government published guidance in May 2021 on the provision of First Homes and their implementation ([insert link](#)). The guidance sets out the instances when the First Homes policy does not apply. The Council will seek the provision of First Homes in all appropriate instances.

**4.5.** First Homes are the Government’s preferred discounted market tenure and should account for at least 25% of all affordable housing delivered by developers. First Homes should be physically indistinguishable from the equivalent market homes in terms of quality and size.

#### 4.6. First Homes:

- a) must be discounted by a minimum of 30% against open market value.
- b) must be sold to a person or persons meeting the First Homes eligibility criteria.
- c) must have this discount (as a percentage of current market value) and certain other restrictions passed on at each subsequent sale; and,
- d) after the discount has been applied, the first sale must be at a price no higher than £250,000 (or £420,000 in Greater London).

**4.7.** An s106 agreement should secure the necessary restrictions on the use and subsequent resale of the property. Local authorities and neighbourhood planning groups do have the discretion to require a higher minimum discount of either 40% or 50% if they can demonstrate a need for this. Through the plan-making process they can also set an evidenced lower price cap.

#### Council policy on affordable housing

**4.8.** The CCP recognises the importance of the delivery of more affordable homes for the district. In accordance with policy H9 of the ULP 2005, the Council will seek 40% affordable housing provision on all market-led developments of 15 homes or more, or on a site with an area of greater than 0.5 hectares, but this may be the subject of negotiation at the pre-application stage, such as on grounds of viability.

**4.9.** Where issues of viability progress through to the submission of a planning application, the developer will be required to submit a viability assessment. The Council will seek an independent audit of that assessment as part of the consideration of the planning application.

**4.10.** The Council expects affordable housing to be distributed in non-contiguous clusters throughout the development and will not allow this policy to be circumvented by artificially subdividing sites. Where sites are subdivided for other reasons, the Council will expect each subdivision or smaller development to contribute proportionately towards achieving the amount of affordable housing which would have been appropriate on the whole or larger site.

**4.11.** With the introduction of First Homes, the Council will seek an affordable housing split of 70% affordable rent, 25% First Homes and 5% shared ownership.

**4.12.** To prevent the loss of affordable housing to the general housing market the Council will, where appropriate, require long term safeguards to be in place to ensure the affordable housing benefit passes to successive occupiers. This will normally be secured by an s106 agreement.

**4.13.** In exceptional circumstances where on-site provision cannot be achieved, off-site provision and/or commuted payments in lieu may be supported where this would offer an equivalent or enhanced provision of affordable housing. Paragraph 62 of the NPPF requires off-site provision or a financial contribution to be robustly justified.

**4.14.** The Council recommends using one of the Altair set of methodologies for calculating commuted payments. These methodologies, samples of which are set out in Appendix B, establish the commuted payment as the uplift that a developer would obtain by selling the affordable homes on the open market in comparison to selling them to a registered provider as affordable homes. Whatever methodology is used it should be agreed with the Council during pre-application discussions, but certainly before a planning application is submitted.

## **Biodiversity**

### Essex Coast Recreational Disturbance Avoidance Mitigation Strategy (RAMS)

**4.15.** The Council has adopted the RAMS, ([\*RAMS SPD\*](#)) as an SPD. It focusses on the mitigation that is necessary to protect the birds of the Essex coast and their habitats from the increased visitor pressure associated with new residential development in-combination with other plans and projects.

**4.16.** Although Uttlesford is not coastal, research has shown that some of its residents are likely to travel to the coast for recreational purposes. These residents live within what is referred to as the zone of influence (Zol). All new residential developments within the Zol where there is a net increase in homes are included in the RAMS. In Uttlesford, parts of the parishes of Barnston, Felsted, High Easter and Stebbing are in the Zol.

**4.17.** The RAMS identifies a detailed programme of strategic mitigation measures that are to be funded by developer contributions from residential development schemes. The payment relates to all applications that would result in a net increase in housing in the Zol. It applies without exemption to all full applications, outline applications, hybrid applications, prior approvals and permitted development. Reserved matters applications will be considered on an individual basis. Applications for outline planning permission should state a maximum number of homes. Applications where the RAMS applies will be refused if a RAMS mitigation payment has not been paid or secured via a planning obligation. The current charge (as of 1 April 2021) is £127.30 per new home. This will be updated each year in line with the Retail Price Index, with any increase coming into force on 1 April.

### Hatfield Forest Mitigation Strategy (HFMS)

**4.18.** Hatfield Forest is both a site of special scientific interest and a national nature reserve. Natural England is working alongside the National Trust to carry out research into visitor patterns, impacts and mitigation measures. To date, the work has included winter and summer visitor surveys and has identified a 14.6km Zol within which residents of new housing are expected to generate increased visitor pressure on the Forest and its ecosystem. Both organisations are working towards a strategic, tariff-based solution, but in the meantime a proportionate, bespoke interim mitigation package will be sought from developers of schemes of 50 houses or more within the Zol. This interim package should be designed in consultation with the National Trust, which is the site manager. The need for the package is consistent with paragraph 174 of the NPPF whereby planning policies and decisions should protect and enhance valued landscapes and sites of biodiversity value.

**4.19.** A joint letter from the National Trust and Natural England dated 28<sup>th</sup> June 2021 [\(insert link\)](#) has been received by the Council which sets out the current position and which includes a costed mitigation strategy (the Hatfield Forest Mitigation Strategy - HFMS) prepared by the National Trust. The HFMS aims to secure 22% of the total site management costs from developer contributions based on the predicted 22% rise in visits to the Forest over the next 15 years. Where possible, any interim package should be designed in line with the HFMS. The letter emphasises that it should also be ensured that new housing developments include adequate and well-designed on-site green infrastructure so that residents have access to greenspace within easy reach of their home and are less likely to rely on the Forest for routine access to nature. This could include, for example, high-quality, informal, semi-natural areas, a circular dog walking route within the site or a dedicated 'dogs-off-lead' area.

### Offsetting

**4.20.** In some instances, it will be necessary to safely remove protected species from a development site to a replacement receptor habitat. There is a need to identify a suitable replacement habitat as close to the development site as possible and ideally larger to allow for better growth and natural dispersal of the protected species. Unless the replacement habitat is within the developer's control, a willing third party will be needed and a side-agreement between the third party and the developer.

## **Community facilities**

### **Libraries**

**4.21.** Essex County Council's Developers' Guide to Infrastructure Contributions (revised 2020) ([\*\*\*ECC Developer Guidance\*\*\*](#)) contains an updated requirement for financial contributions from developments of 20+ homes, depending upon local requirements. Contributions will be sought for the library that will be most affected by a proposed development, which may be a larger sub-regional library rather than a local community one. It is unlikely that there would be a need for a new library in Uttlesford except for site allocations of 5,000 people or more. A library extension is currently costed at an average of £244.92/home, and an upgrade at £77.80/home.

### **Education and school transport**

**4.22.** In paragraph 95 of the NPPF, the Government attaches great importance to a sufficient choice of school places being available to meet the needs of existing and new communities. Local authorities are required to adopt a proactive, positive and collaborative approach to meet these needs through the creation of new schools or the expansion or alteration of others.

**4.23.** It is a particular requirement of the NPPF that local authorities work with school promoters, delivery partners and statutory bodies to identify and resolve key planning issues at the pre-application stage. The Council takes this responsibility extremely seriously as it is a vital part of the rollout of the CCP.

**4.24.** The County Council's developers' guide sets out the trigger points for education contributions (generally starting at 20+ homes). These range from the cost of a new place at an existing school to land for a new school and, where required, the cost of school transport for seven years for a primary school pupil and five years for a secondary school pupil. The guide sets out the evidence for the contributions and that evidence is not repeated here.

**4.25.** Paragraph 5.2.2 of the guide explains how the need for additional school places is assessed. As a reference point it states:  
*"The Essex School Organisation Service's 10 Year Plan, 'Meeting the demand for school places in Essex', ([\*\*\*School organisation plan\*\*\*](#)) is published on the Council's website on an annual basis and sets out the forecast availability of school places in each area of the county, during each year's admissions round for Reception and Year 7 (the start of secondary school) places. These forecasts are based on G.P.*

*registration data, planned housing development, historical trends and other factors likely to affect admissions to particular schools".*

**4.26.** Paragraphs 5.4.1 – 5.4.5 set out new provisions for an employment and skills strategy (including employment and skills plans) for developments of 50+ homes. Where necessary, financial contributions are required for 250+ homes and 2,500sqm of employment floorspace.

**4.27.** Attention is also drawn to guidance published by the Department for Education “Securing developer contributions for education” (updated in November 2019). This guidance underlines the following principles:

- housing development should mitigate its impact on community infrastructure, including schools.
- developer contributions towards new school places should provide both funding for construction and land where applicable subject to viability assessment when strategic plans are prepared and using up-to-date cost information; and
- the early delivery of new schools within strategic developments should be supported where it would not undermine the viability of the school, or of the existing schools in the area.

### **Flood and water management**

**4.28.** Essex County Council’s Sustainable Drainage Systems (SuDS) Design Guide for Essex 2020 ([\*SUDs Design Guide 2020\*](#)) sets out the procedure for obtaining SuDS advice from the County Council. This includes procedures for securing adequate maintenance and adoption. The County Council’s preference as the lead local flood authority is for the drainage network and its accompanying SuDs features to be adopted by a public body (such as a water authority) to ensure lifelong maintenance. The County Council will adopt only in exceptional circumstances. Private adoption is not desirable. The adoption of features is often the most challenging part of designing a drainage scheme. Who will be carrying out the maintenance is very important, and whoever it is should be engaged early in the design process to ensure that features meet adoptable standards. It is often the case that town and parish councils are reluctant to adopt SuDs features because of the specific maintenance requirements attached to them.

**4.29.** The District Council will work with the developer to secure the long term maintenance of SuDS through a combination of planning obligation, planning

condition and commuted sum payment. Whichever SuDS maintenance option is chosen by the developer, early engagement with the relevant adopter and the Council is essential to a successful outcome.

### **Healthcare**

**4.30.** NHS West Essex Clinical Commissioning Group (CCG) will assess planning applications for the effect they have on primary healthcare provision within the healthcare catchment of the proposed development. The capacity of a general practice (whether there is a surplus or a deficit) is a factor of the net internal area in m<sup>2</sup> occupied by the practice and the size of the practice list.

**4.31.** If the baseline position is that the general practice is in deficit or does not have sufficient surplus to accommodate the additional catchment population growth caused by the development, a financial contribution will be required. The contribution will pay for the additional primary healthcare provision required to serve the needs of the occupiers of the development. The contribution will be calculated by the CCG based on a standard m<sup>2</sup> cost multiplier for primary healthcare in the East Anglia region, adjusted for professional fees, fit out and contingencies.

**4.32.** According to current figures provided by the CCG, there should be 120 sqm for every 1,750 patients in a catchment. An occupancy assumption is made of 2.4 persons/house and a contribution of £3k/sqm is required (2022 figures) if an enhancement of existing facilities is needed.

## **Landscaping and open space**

### **Provision**

**4.33.** The Uttlesford District Council Open Space Standards Paper (OSSP) 2019 ([Open space standards paper](#)) identifies the deficiencies and surpluses in existing and future open space provision. It informs an approach to securing open space facilities through new housing development and helps form the basis for negotiation with developers for contributions towards the provision of open space. Part 5 of the OSSP sets out advice and recommendations regarding when on-site provision or off-site contributions would be appropriate.

**4.34.** One piece of advice in the OSSP is those small areas of open space hold less recreational use and value. They may also add to existing pressure on maintenance regimes and safety inspections. Table 5.3.2 of the OSSP sets out the minimum site area required to be provided and the house numbers needed to warrant on-site provision opposed to off-site contributions. This table is set out in Appendix C. Mostly, it is anticipated that developments will need to provide open space via off-site contributions.

### **Stewardship**

**4.35.** The Council considers that the best owners and maintainers of landscaping and/or open space are the appropriate town/parish council. Developers should open pre-application discussions with these bodies at the earliest opportunity, assisted by council officers. It is vitally important to agree the specification of any planted and/or seeded areas, and any play equipment prior to submitting a planning application so that maintenance implications are known and agreed. This should avoid subsequent delay in or refusal of asset transfer, which can occur if town/parish councils feel that they are being presented with a *fait accompli*.

**4.36.** On completion of the on-site provision, and prior to occupation of the first home (or such other time as agreed), the developer will notify the Council in writing. Council officers will convene a site inspection to ensure that all requirements of the planning permission have been met. Upon completion of works to the written satisfaction of the Council, the transfer of the landscaping and/or open space will be arranged to the appropriate town/parish council together with the maintenance contribution. The developer will pay the legal costs for both parties of the transfer. The developer will be responsible for maintenance until such time as the transfer takes place.

**4.37.** The maintenance contribution will be site specific and ringfenced. It will be for a 15-year period and will cover the initial establishment period and the maintenance of the land through to early maturity when the design intentions are beginning to be realised. The rates to be applied for the maintenance operations are based, in the

main, on current measured rates set out in SPON'S External Works and Landscape Price Book, which is an industry recognised pricing book. The anticipated operations for each year of the maintenance period are costed. The sums are then adjusted year on year applying the current LIBOR swap rate for interest rate and the RPI for inflation at the time the calculations are made. The total sum is then indexed linked using RPI up to the day the land is conveyed. Applying this method is perhaps the most accurate and fairest means to arrive at an appropriate sum for individual development sites and has been approved by the Council. Where SuDS are to be managed as part of the public open space, the same calculation can be applied. Beyond this, future maintenance and other recurrent expenditure will be borne by the town/parish council to which the asset has been vested.

**4.38.** If a planning application is submitted in outline, a rough maintenance calculation can only be provided by the Council if an illustrative landscape masterplan has been provided. In all instances, it would save time if the developer can do the calculations and table them for the Council to consider.

**4.39.** Where the landscaping and/or open space is to remain in the ownership of the developer, or under the ownership of a management company, an agreement will be required to ensure that the site is adequately maintained and will be retained as recreation open space with public access. The details of the management company will be agreed between the developer and the Council.

### **Moving around**

**4.40.** The County Council's developers' guide sets out the requirement for contributions under four headings:

- Highways and transportation
- Sustainable travel planning
- Passenger transport
- Public rights of way

**4.41.** In accordance with section 9 of the NPPF, early discussion with the County Council is essential to establish the scope of the evidence that will need to be submitted with a planning application, which may be a full transport assessment or a transport statement for smaller developments (generally residential schemes for less than 50 homes). Whatever the scope of the evidence submitted, it will need to demonstrate how the site will be accessible by a choice of travel modes and how residual impacts on the existing highway network will be mitigated.

**4.42.** In relation to passenger transport, the County Council's developers' guide predates the Government's recent "Bus Back Better" national strategy ([bus back better](#)) and the County Council's Bus Service Improvement Plan 2021–2026 (BSIP) ([BSIP plan](#)). Importantly, the BSIP includes the impact of the pandemic, the barriers to growing and improving the network and what the County Council will do, in cooperation with others, to tackle those barriers and deliver improvements. It is very important and in everyone's interests that developers' discussions with the County Council include "Bus Back Better" and BSIP. This is so that mitigation can be shaped to take account of the unique circumstances that are currently faced by the transport industry and how the future may evolve.

#### Highways and transportation

**4.43.** Where highway works are required as mitigation, these are to be fully funded and delivered directly by the developer. The developer will be required to enter a section 278 (s278) agreement with the County Council to deliver the works. Section 278 is a section of the Highways Act 1980 that allows developers to enter into a legal agreement with the highway authority to make permanent alterations or improvements to a public highway, as part of a planning approval. Contributions for highway works will only be taken in exceptional circumstances, such as for schemes that are designed to mitigate the impact of more than one development. In these circumstances it is likely to be more appropriate for the County Council to secure financial contributions and procure the work.

**4.44.** Linked to the carrying out of highway works will be the lodging of a bond with the County Council in the event that the works are not completed by the developer. Inspection fees will be payable where a developer is working in the highway and a fee payable for the processing and advertising of any traffic regulation order that is required, such as for waiting restrictions. Where highway assets are to be transferred to the County Council, a contribution towards lifetime maintenance and end-of-life replacement will be sought.

#### Sustainable travel planning

**4.45.** Paragraph 113 of the NPPF states that all developments that will generate significant amounts of movements should be required to produce a travel plan. Travel plans (for the workplace, school or residential where more than 80 homes are proposed) can help to reduce the use of the private car and tackle localised congestion. The County Council charges a fee for the monitoring and review of each travel plan for a five-year period following first occupation. Details of the fees charged are set out in the County Council's developers' guide and will be secured by an s106 agreement.

### Passenger transport

**4.46.** Paragraph 5.7.1 of the County Council's developers' guide states that:  
*"Public transport allows residents to reach essential key amenities and services (such as employment, health, education and shopping) and has a major influence on our overall quality of life. Such services are particularly important in rural communities and for sections of society that do not have access to a car, such as young people, but also make a major contribution to ensuring long term sustainable development"*.

**4.47.** Appendix M of the County Council's developers' guide sets out the County's view of the appropriate levels of infrastructure and service support that are generally required although assessment will be on a site-by-site basis. These are based on the scale of the development that is proposed, ranging from improvements to existing bus infrastructure up to new integrated packages focused on establishing mode share and financial and environmental sustainability.

### Public rights of way

**4.48.** The County Council's developers' guide emphasises the importance of protecting public rights of way (PROW) and seeking works or financial contributions to accommodate increased use that results from new development. An s278 agreement will be required for works to a PROW on land within the developer's control. Where third party land is involved, the County Council may take a financial contribution via a s106 agreement to deliver the PROW works provided the works are proved to be achievable.

### Sports facilities

#### Playing pitches

**4.49.** In determining need, the Council will be informed by the findings of the UDC Playing Pitch Strategy & Action Plan (PPS&AP) – headline findings (Part 1.4) [\(insert link\)](#). More detailed qualitative and site-specific findings are in Parts 4 and 6. These relate to football, cricket, rugby union, hockey, bowls, tennis, athletics and netball.

**4.50.** The conclusions in Part 1.4 are:

*"The existing position for all pitch sports is either; demand is currently being met, or there is a current or future shortfall. There are current shortfalls on grass pitches for*

football, rugby union and cricket.

*For football, current shortfalls are identified across all four analysis areas, with the largest shortfalls existing in the Saffron Walden and rural analysis areas. It is anticipated that these shortfalls will be exacerbated in the future.*

*For rugby union and cricket, both current and future shortfalls can be attributed to specific club sites. Both current and future shortfalls for rugby union are attributed to Saffron Walden Rugby Club and Carver Barracks.*

*Likewise, for cricket, current shortfalls are attributed to Saffron Walden County High School; however, future shortfalls are attributed to a combination of lack of actual spare capacity at peak period and lack of provision available. As such, should future demand (as predicted through population growth, club growth aspirations and NGB predictions) be realised, there will be a requirement for additional provision. This could be in the form of both natural turf and NTP provision. All future shortfalls are predicted to be in the Saffron Walden analysis area.*

*For tennis and bowls, there will be a need to monitor demand, with several sites operating over recommended capacity. This is particularly the case at Dunmow Tennis Club, Castle Hill Tennis Club, Stebbing Tennis Club and Elsenham Bowls Club. At the identified tennis clubs, shortfalls are already significant enough to be creating latent demand.*

*As a result, there is a need for targeted work to better accommodate current demand and future growth. This may involve exploring options of secondary (satellite) sites for clubs. There will also need to be support around management and maintenance. For both bowls and tennis, monitoring of membership numbers will be key.*

*There will also be a need to improve management and maintenance of netball provision in the district to ensure that there is provision of a sufficient quality to meet both current and future demand.*

*Notwithstanding the above, there are clear shortfalls identified for 3G pitches which cannot be alleviated unless new provision is created. Given this, there is a need to explore the feasibility of future provision at strategic sites in Saffron Walden, Great Dunmow and Stansted Mountfitchet analysis areas. This is due to these analysis areas being based around key settlements, which can also serve significant parts of the rural analysis area.*

*With resources to improve the quality of grass pitches being limited, an increase in 3G provision could also help reduce grass pitch shortfalls through the transfer of play, thus reducing overplay, which in turn can aid pitch quality improvements.*

*As there is identified shortfalls on grass pitches, there is a need to protect both playing pitch provision currently in use and pitches that are no longer in use due to the potential that they may offer for meeting current and future need. In addition to providing new 3G provision, there is believed to be enough demand to sustain a compact athletics facility. At present, no formal athletics provision exists in the district; however, demand exists and is anticipated to increase.”*

**4.51.** The Council will use Sport England’s Playing Pitch New Development Calculator ([Pitch calculator](#)) as a tool for determining developer contributions linking to sites within the locality.

**4.52.** Where it is determined that new provision is required to accompany a development, priority should be placed on providing facilities that contribute towards alleviating existing shortfalls within the locality. To determine what supply is provided, it is imperative that the PPS&AP findings are taken into account and that consultation takes place with the relevant statutory bodies. This is to avoid what is being provided becoming unsustainable and unused, such as single grass pitch football sites without adequate ancillary facilities or new cricket/rugby grounds located away from existing clubs. Instead, multi-pitch and multi-sport sites should be developed, supported by a clubhouse and adequate parking facilities.

**4.53.** The PPS&AP will form the basis for negotiation with developers to secure contributions to include provision and/or enhancement of appropriate playing fields and subsequent maintenance. Section 106 contributions could also be used to improve the condition and maintenance regimes of the pitches in order to increase pitch capacity to accommodate more matches.

#### Indoor and built sports facilities

**4.54.** In determining need, the Council will be informed by appendix 1 (planning gain contribution toolkit) of the UDC Indoor and Built Facilities Strategy (IBFS) ([insert link](#)), which is based on the evidence provided in the UDC Sports Facilities and Recreation Strategy Indoor Needs Assessment Report. Sports specific recommendations are made in relation to badminton, basketball, gymnastics, netball and swimming/aquatic sports.

**4.55.** Appendix 1 will be used by case officers and other stakeholders to work out the potential demand that a new housing development generates. A six-stepped approach is put forward:

1. Determine the indoor sports facility requirement resulting from the development.

- 2. Determine the other indoor sports and community facilities that are required as a result of the development.*
- 3. Demonstrate an understanding of what else the development generates demand for.*
- 4. Consider if there are existing facilities within close proximity that could be enhanced or extended to accommodate increased demand.*
- 5. Consider the design principles for new provision; and*
- 6. Strategic pooling of financial contributions to deliver new provision.*

**4.56.** The Council will use the Sport England Sports Facilities Calculator ([sports facilities calculator](#)) to calculate the contribution required from each housing development to go into a strategic fund. This will be the basis for negotiations with developers on the contribution from each development.

### **Appendix A – Monitoring charges schedule (draft)**

The Council will seek a charge to fulfil its role to monitor all the required clauses for s106 obligations. This charge does not include any charges sought by partner organisations such as Essex County Council

#### **Basis of Charges**

**£416** general administrative fee on all s106s for setting up and ongoing processing system.

Specific charges on each scheme based upon 40 units pa build out:

#### **For larger schemes (>120 units)**

In addition to **£416** general admin fee

*1 hour per site visit x 15 based on 1 year site build - £52 x 15 = £780.00*

*30-50 hours Admin/emails/telephone calls based on 1 year site build - £52 x 50 = £2,600.00*

Total for 1 year = **£3,796.00** per one year site build.

Assume 40 units pa build out lifetime of monitor would be number of units ((u) / 40) rounded up x £3,796.00

#### **For medium schemes (40-119)**

In addition to **£416** general admin fee

*1 hour per site visit x 8 based on 1 year site build - £52 x 8 = £416.00*

*20-35 hours admin/emails/telephone calls based on 1 year site build - £52 x 35 = £1,750*

Total for 1 Year = **£2,582.00** per one year site build

Assume 40 units pa build out lifetime of monitor would be number of units ((u) / 40) x £2,582.00

41-80 Units  $2 \times £2,582.00 = \text{£}5,164.00$

81-119 Units  $3 \times £2,582.00 = \text{£}7,746.00$

### **For smaller schemes (<40 units)**

In addition to **£416** general admin fee

*1 hour per site visit x 4 based on 1 year site build -  $£52 \times 4 = \text{£}208.00$*

*10-20 hours admin/emails/telephone calls based on 1 year site build  $£52 \times 20 = \text{£}1040.00$*

< 40 units based upon 1 year build out **£1664.00**

### **Others**

Strategic sites (>800) and mixed schemes. A bespoke monitoring charge will be negotiated

## **Appendix B – Calculation of affordable housing commuted payments**

*Acknowledgement: a sample of methodologies, as explained by Altair to the Essex & Suffolk Enablers Group in July 2021.*

<b>Approach</b>	<b>Payment in Lieu Calculation</b>	<b>Comment</b>
<b>Method 1:</b> The equivalent value of providing affordable housing on site	<i>Equals</i> <b>The value of affordable housing</b> <i>Less</i> <b>RP on costs</b>	This calculation is in effect the offer a Registered Provider would make for the affordable housing element of a scheme.
<b>Method 2:</b> The equivalent value of providing affordable housing on site (alternative calculation)	<i>Equals</i> <b>Open market value of affordable units</b> <i>Multiplied by</i> <b>Average</b>	This calculation is similar to the above method but uses a different approach to calculating the value of the affordable housing.

	<b>residual land value percentage</b> <i>Plus</i> <b>Cost of site acquisition</b>	The Council would need to undertake a study to determine the average residual land value percentage, as well as determining an appropriate cost to the site acquisition.
<b>Method 3:</b>  The equivalent value of the increase in the residual land value gained by substituting private for affordable	<i>Equals</i>  <b>Number of private units gained</b>  <i>Multiplied by</i> <b>Average open market value</b> <i>Multiplied by</i> <b>Average residual land value percentage</b>	This calculation attempts to determine the increase in land value through the additional private housing and attempts to strip the developer of that value.
<b>Method 4:</b>  The equivalent value of the additional benefit of providing additional market sale properties on the development	<i>Equals</i> <b>The open market value of the affordable housing</b> <i>Less</i> <b>Value of the affordable housing (less RP fees)</b> <i>Less</i> <b>Additional developer costs</b>	This calculation attempts to remove the additional value that is achieved through providing additional private sale – it does allow additional costs.  The attempt here is to leave the developer in the same position as providing on site affordable housing.

### **Appendix C – House numbers to warrant on-site open space provision**

Source: Table 5.3.2 of Uttlesford District Council Open Space Study Standards Paper, February 2019 (Knight, Kavanagh & Page).

Classification		Minimum size of site	Number of dwellings required to trigger on-site provision
Allotments / community food growing		0.4ha (0.025 per plot)	834
Amenity greenspace		0.4ha	104
Natural and semi natural		0.4ha	29
Parks and gardens		2ha	8,334
Play areas	Equipped	0.04ha	165
	Informal / casual	0.1ha	417

<b>Committee:</b>	Cabinet	<b>Date:</b>
<b>Title:</b>	Budget Forecast Outturn - 2021/22 Quarter 3	Tuesday 29 March 2022
<b>Portfolio Holder:</b>	Portfolio Holder for Finance and Budget	
<b>Report Author:</b>	Angela Knight, Assistant Director - Resources aknight@uttlesford.gov.uk	<b>Key decision:</b> No

---

## Summary

1. This report details the financial performance of the General Fund, Housing Revenue Account, Capital Programme and Treasury Management. It is based upon actual expenditure and income from April to September and predicts a forecast for the end of the 2021/22 financial year.
2. The General Fund is predicting a net overspend of £248,000, made up of various under and overspends which are detailed in the body of this report.
3. The Housing Revenue Account has a net budget deficit of £120,000, due to a reduction in the reserves and revenue contributions to the HRA capital programme.
4. The Capital Programme has a current year net overspend of £81,617,000; after adjusting for requested slippage of £641,000 to be carried forward to 2022/23 (detailed later in this report), this leaves an actual full year predicted net overspend of £82,258,000. The overspend is due mainly to the commercial investments which were undertaken after the budget setting process was completed for 2021/22.

## Recommendations

5. The Cabinet is recommended to
  - I. Note The General Fund, Housing Revenue Account and Capital Programme forecast outturn positions
  - II. Approve the updated use of reserves and requested slippage for the Capital Programme.

## Financial Implications

6. Included in the main body of the report

## Background Papers

7. None

## Impact

Communication/Consultation	Corporate Management Team (CMT) and Informal Cabinet Board (ICB)
Community Safety	N/A
Equalities	N/A
Health and Safety	N/A
Human Rights/Legal Implications	N/A
Sustainability	N/A
Ward-specific impacts	N/A
Workforce/Workplace	N/A

## Covid-19 Financial Impact

8. The direct impact of the Covid 19 pandemic has lessened and we are now in the recovery phase. The first three months of the financial year was focused on supporting businesses and organisations in the initial phased recovery period and the council continued to administer the Grant schemes made available by the Government.
9. The council continues to receive some direct service grants to support specific areas, such as Homelessness, Health and Wellbeing, Environmental Health and the track and trace payments to encourage people to self-isolate.
10. The forecast position in this report is based on information available at the end of quarter 3 (31 December) and is consistent with the Ministry for Housing, Communities and Local Government (MHCLG) monthly returns on the financial impact of Covid-19.
11. These forecasts are subject to change as the situation and circumstances evolve, these events and the subsequent financial impacts are outside the council's control and influence.

## Key Risks to the forecast outturn

12. There is still uncertainty on the longer-term impact of the Covid-19 pandemic as normal service activity begins to return to normal and the key areas at risk of fluctuations in income and expenditure are:
  - The sales, fees and charges income has been budgeted based on the information available in December 2020 and the outturn is based on a steady recovery.
  - Council Tax and Business Rates income collection may decline as the Government support packages come to an end.
  - Local Council Tax Support and Exceptional Hardship payments increase as unemployment and the number of households with reduced incomes increases.

## General Fund Revenue Account

13. The net operating expenditure is £4,154,000 underspent and after adjusting for the associated use of reserves, this gives an overall net overspend of £248,000. The following table provides a summary of the budget outturn and a detailed budget summary and the predicted position for each service is shown in Appendix A.

£'000	2020/21	2021/22			
	Outturn	Original Budget	Current Budget	Outturn	Variance
Communities & Partnerships	1,041	1,097	1,097	1,263	166
Housing & Economic Development	1,557	2,677	2,677	1,880	(797)
Environmental Services	4,791	4,265	4,265	5,073	808
Finance & Administration	5,914	7,697	7,697	7,216	(481)
<b>Portfolio (Service) Budgets</b>	<b>13,303</b>	<b>15,736</b>	<b>15,736</b>	<b>15,432</b>	<b>(304)</b>
Net Corporate investment Income	(2,039)	(4,635)	(4,635)	(5,427)	(792)
Corporate Items	7,328	2,017	3,313	1,585	(1,728)
<b>Net Direct Expenditure</b>	<b>18,592</b>	<b>13,117</b>	<b>14,413</b>	<b>11,590</b>	<b>(2,824)</b>
Funding	(14,118)	(1,230)	(1,230)	(2,560)	(1,330)
<b>Net Operating Expenditure</b>	<b>4,474</b>	<b>11,888</b>	<b>13,184</b>	<b>9,030</b>	<b>(4,154)</b>
Transfers to/(from) Reserves	1,482	(5,729)	(7,025)	(2,623)	4,402
<b>OVERALL NET POSITION</b>	<b>5,957</b>	<b>6,159</b>	<b>6,159</b>	<b>6,407</b>	<b>248</b>

14. The forecast outturn position for quarter 2 presented to Cabinet in January was predicting a General Fund net overspend of £648,000. The quarter 3 position is forecasting an overall net reduction of £400,000 compared to the quarter 2 forecast; this is set out in the following table.

Forecast Outturn movements Quarter 2 to Quarter 3			
	Quarter 2 (30 September) £'000	Quarter 3 (30 December) £'000	Variance movement £'000
Normal Service Activity	658	(49)	(707)
Covid Related Service Activity	(49)	(255)	(206)
<b>Direct Services Variance</b>	<b>609</b>	<b>(304)</b>	<b>(913)</b>
Investment Income - Commercial Assets	(767)	(792)	(25)
	<b>(767)</b>	<b>(792)</b>	<b>(25)</b>
Investment Income - Aspire (Chesterford Research Park)	(142)	(141)	1
Capital Financing	(784)	(1,031)	(247)
Treasury Management Cost of Borrowing	(558)	(556)	2
<b>Corporate Services Variance</b>	<b>(1,484)</b>	<b>(1,728)</b>	<b>(244)</b>
Business Rates	(1,792)	(1,739)	53
Covid Impact funding	409	409	0
<b>Funding Variance</b>	<b>(1,383)</b>	<b>(1,330)</b>	<b>53</b>
Net Movement in Reserves	3,673	4,402	729
<b>Movement in Reserves Variance</b>	<b>3,673</b>	<b>4,402</b>	<b>729</b>
<b>General Fund net variance</b>	<b>648</b>	<b>248</b>	<b>(400)</b>

15. The £400,000 reduction in the overspend is the net of the £913,000 variance movement from quarter 2 to quarter 3 in direct services, the reduction in the capital financing costs and the associated reserve transfers.
- Direct services show a net revenue saving of £218,000, set out in the table at paragraph 20.
  - The reduction in the capital financing costs of £186,000, net of £247,000 corporate costs variance and the adjustment to the capital slippage reserve of £53,000). The full variance position is explained in paragraph 26.
16. The key changes in the direct services variances for quarter 3 when compared to quarter 2 total £913,000 reduction in net expenditure of which £728,000 are due to the following;
- Climate Change – reprofiled spend to 2022/23 of £260,000 (underspend)
  - Economic Recovery – reprofiled spend to 2022/23 of £233,000 (underspend)
  - New Burdens grant for administration of grants and reliefs for businesses - £90,000 (increased income)
  - Public Health grant from DEFRA - £156,000 (increased income)
  - Planning income increased - £113,000 (increased income)
  - Planning appeals costs increased - £124,000 (overspend)
17. Where the underspends and increased income relate to ongoing activities that span more than one year these have been held in a ringfenced reserve, so have a net nil impact on the bottom line forecast. The movement in reserves which relate directly to the above variances reflect an addition to reserves of £683,000, these are included in the detailed net reserve transfers set out in paragraph 32.
18. Climate Change and Economic recovery are both 3 year programmes of which each have an allocated budget of £1m. The spend is profiled equally across 3 years, although many of the activities and initiatives in each of the plans will span more than one year. This is reflected in the above overspends and these sums will be held in a ringfenced reserve to be released in line with actual spend.
19. In addition, the New Burdens grant, and an element of the DEFRA grant (£100,000) have been moved to reserves as these grants cover responsibilities/activities for 2021/22 and 2022/23.

## Direct Services Net Expenditure

20. The predicted outturn for the delivery of direct services is a net underspend of £304,000. There are a number of reserves transfers that have a direct impact on services outturn, in quarter 3 this is a net transfer to reserves of £142,000 (details of these can be found in paragraph 32). After allowing for these and the one off capital support, the net direct expenditure shows an £218,000 net underspend as set out in the table below.

£'000	Normal Service Activity				Covid -19 Service Impact		Other Immaterial	Total Net Variance
	Reduced Costs/Additional Income One off	Additional Income Ongoing	Increased Costs/Reduced Income One off	Reduced Income Ongoing	Savings/ Additional Income	Costs/ Reduced Income		
Communities & Partnerships	(59)	(23)	221	30	(110)	110	(4)	166
Housing & Economic Development	(736)	(100)	80	4	(300)	261	(7)	(797)
Environmental Services	(718)	(507)	1,275	663	(156)	253	(2)	808
Finance & Admin	(1,035)	(921)	793	1,001	(404)	90	(7)	(481)
<b>Direct Services</b>	<b>(2,547)</b>	<b>(1,550)</b>	<b>2,369</b>	<b>1,698</b>	<b>(970)</b>	<b>715</b>	<b>(19)</b>	<b>(304)</b>
Expenditure supported from Capital Financing			(56)					(56)
Net reserves allocations	919		(782)					142
<b>Net Direct Service Expenditure</b>	<b>(1,628)</b>	<b>(1,550)</b>	<b>1,531</b>	<b>1,698</b>	<b>(970)</b>	<b>715</b>	<b>(19)</b>	<b>(218)</b>

21. The direct services variances are made up of a number of over and underspends and full details of variances over £30,000 are shown in Appendix B. The key variances are set out below;

### Overspends not supported by compensating savings or reserve allocations

- Consultants and Agency – Is reporting a total net forecasted overspend of £656,000, this is made up of the cost of Consultants and Agency after allowing for the associated vacancy savings and allocations from reserves.
  - Corporate Management – £223,000 for the interim support to cover the Chief Executive, Corporate Management Team, the Planning review and the change management project
  - Waste and Recycling - £222,000 is the net cost of agency cover for vacancies and sickness absence
  - Legal Services - £121,000 for agency to support the service whilst the vacant posts are recruited
  - Development Management - £90,000 of agency to cover vacancies whilst recruitment takes place
- Offices – £175,000 of additional costs relating to the Little Canfield site for business rates and utilities
- Planning Appeals - £279,000, the Council has received notification of three public inquiries to date and are awaiting confirmation of a possible fourth in the period April to September, during October to December a further 4 notifications for appeal were received. All the inquiries will require Queens Counsel, Planning and Landscape consultants and some may also require Heritage and Air Quality studies.
 

**Post quarter update:** The Council has recently been notified that one appeal has been withdrawn and 3 will now be heard in June/July 2022. This means that the additional overspend reported in quarter 3 of £124,000 will not be

needed in the current financial year but will impact on the 2022/23 budget position.

- Disposal/Gate fee for recyclable materials is predicted to cost an additional £69,000, due to an increase in the gate fee from £34.66 to £47.81 per tonne until the end of July and reducing in August to £38.73 per tonne. The recycling market is particularly volatile and subject to changes in fees throughout the year which are out of our control.
- Trade Waste income is reporting an income loss of £93,000 this is due to one of our larger customers who ceased trading in 2020/21. As the economy recovers it is hoped that the service will be able to gain new contracts to mitigate the loss. There is also a risk that if the economy does not recover to the expected levels the trade waste service could lose further income.

Now that restrictions have been lifted and businesses are operating as normal, a targeted campaign is being put in place to gain new trade waste customers and minimise the current loss of income.

### **Underspends or increased income**

- Planning has received a larger number of planning applications than predicted and this will generate additional income of £348,000
- A contingency budget was held in a corporate code to allow for additional staff costs in case of higher pay award and this is now not required and has generated an underspend of £226,000
- The Local Highways Panel is underspent by £200,000 as there are no agreed projects for this year
- Garden Waste subscriptions have increased, and this has generated additional income of £109,000. The garden waste service does not aim to make a profit and additional income will be reinvested in the service. An increase in customers after a certain level will require additional resources to deliver the service
- Public Health services has a saving of £110,000 on staffing and agency due to reduced activity at the airport. A grant of £156,000 has been received in year and £100,000 will be held in reserves for future use

## Commercial and Investment Income

22. The following table provides an analysis of the investment income generated from both the Council's commercial assets and the investment in Chesterford Research Park, through Aspire (CRP) Ltd.
23. The net income available to the General Fund revenue account after all associated costs have been incurred is predicted to be £1,607,000 higher than expected when setting the budget.

<b>Investment Income Analysis</b>	<b>Budget £'000</b>	<b>Forecast £'000</b>	<b>Variance £'000</b>
<b>Income</b>			
Aspire (CRP)	(2,316)	(2,457)	(141)
Commercial Investments	(4,905)	(5,620)	(715)
	<b>(7,221)</b>	<b>(8,077)</b>	<b>(856)</b>
<b>Costs</b>			
Commercial Consultancy and Fees	270	193	(77)
	<b>270</b>	<b>193</b>	<b>(77)</b>
<b>Treasury Management Costs</b>			
Interest charged	1,814	1,258	(556)
Broker Fees	170	0	(170)
External Treasury Advice on long term borrowing options	0	51	51
	<b>1,984</b>	<b>1,309</b>	<b>(675)</b>
<b>Total Net Revenue Income</b>	<b>(4,967)</b>	<b>(6,575)</b>	<b>(1,607)</b>

24. The increase in the net investment income is due to the following;

- The council received a compensation payment at completion of the purchase for the Vets in Scotland for a rent-free period. Initially this was held in the reserves to be released over a three year period. An adjustment to the accounting treatment now includes this within the actual lease income, the contra entry for this is shown in the reserves.
- The income for the Amazon site has been reprofiled to reflect the forecast completion date.
- The investment income has increased due to two additional loans to Aspire (CRP) Ltd (these are set out in paragraph 54) and fluctuations in interest rates available for cash flow activities.
- The cost of borrowing (interest charged) has decreased due to the use of short term borrowing being extended for the whole financial year. Rates for short term borrowing remain extremely low with the average interest rate at 0.13%.
- The reduction in broker fees is due to associated borrowing maturing in the next financial year and these fees are only paid at the time of loan repayments.

## Corporate Costs

25. The total corporate costs are showing an underspend of £1,728,000; this includes the reduced cost of borrowing and the additional investment income which are discussed in the above paragraph.

26. The remaining underspend relates to the Capital financing, the revenue cost of the capital programme. The underspend of £1,031,000 is the cost of budgeted projects being slipped to future year/s and a reduction in Minimum Revenue Provision to reflect the change in the level of internal borrowing required. The contra entry to this is a net reduction in the drawdown from the capital slippage reserve of £845,000. This gives a bottom line net impact of capital financing of £186,000 actual underspend.

## **Funding**

27. The Government extended the Covid support scheme for rate reliefs available to businesses and organisations until the 31 July. The Council are compensated in full for all reliefs awarded via the S31 grant. This grant is received in the current year and the impact of the reliefs are accounted for in the following year, the grant is held in reserves and drawn down as required to match expenditure in the year it is incurred. Full details of the actual reserves position are discussed in paragraphs 30 to 34.
28. Business Rates is currently showing a net positive variance of £1,739,000; this is offset against the S31 grant funding addition to reserves of £1,791,000 as discussed in the above paragraph.
29. Covid Grant funding is showing a reduction in grant received of £409,000, this is to compensate the council for the loss of fees and charges directly attributable to Covid. The budget was set on the expected economic recovery, but services have recovered better than expected, in particular higher levels of fee income for planning applications and building control work, this has a direct impact on the level of grant we receive.

## **General Fund Reserves**

30. The total reserves balance at 1 April 2021 was £22,441,000 and after applying the net transfer of £2,623,000 this leaves an estimated year end balance of reserves at £19,818,000.
31. The original budget included a net draw on reserves of £5,729,000 and following the year end outturn for 2020/21 the slippage related to the financing of the capital programme for the previous year has now been added to the capital slippage reserve. This gives an updated budgeted use of reserves of £7,025,000.
32. The outturn for quarter 3 shows a predicted net reduction of £4,402,000 in the use of reserves giving a final predicted net drawdown of £2,623,000. The table on the following page sets out the movements in reserves from the original budget to the current position and full details of all the reserves has been set out in Appendix C.

Movement in Reserves - Forecast Change in Net Transfers			
	£'000	£'000	£'000
	Drawn down	Additions	
<b>Original Budget (net use of reserves)</b>			<b>(5,729)</b>
<i>Year end adjustment for 2020/21 Capital Slippage</i>			<i>(1,296)</i>
<b>Revised Budget (net use of reserves)</b>			<b>(7,025)</b>
Health and Wellbeing	(7)		Draw down of prior year grant funds to support the Food bank services
Homelessness	(7)		Draw down of prior year grant funds to provide rent deposits to residents in financial hardship
Homelessness	(188)		Grant conditons changed in year, no longer ring fenced and can be released to revenue
Development Management	(73)		Allocation of reserve to support the additional agency required
Planning	(16)		Release of grant relating to Tilty Mill
Sustainable New Communities	(273)		Funds to support the Local Plan consultancy costs
Economic Development		233	
Climate Change		260	
Grants and Contributions		35	
Licensing	(11)		
Elections		29	MHCLG grant - Covid specific funding will be drawn down as required
New Homes Bonus Members grant	(12)		
Transformation	(47)		Allocation of reserve to support the costs of change in Chief Executive
MTFS - Environmental Health		52	
MTFS - COMF		9	
MTFS - Public Health		100	DEFRA Grant
MTFS - Local Highways Panel	(100)		Release of Local Highways Panel prior year c.fwd to revenue
MTFS - Benefits	(28)		
MTFS - Revenues	(20)	206	New burdens funding for business grant administration c/fwd to support future year costs and drawdown of prior year funding to support residents in exceptional hardship
<b>Direct Services - Reserve in year movement</b>	<b>(782)</b>	<b>924</b>	<b>142</b>
Capital Slippage		845	Adjustment to capital slippage updated to reflect the year end final position for 2020/21 and the forecast for 2021/22
Transformation	(10)		Allocation to support the implementation of the Customer Services booking system capital spend
Planning	(12)		Contribution to support the ArcGIS software as per capital spend
MTFS - Leases/Rent		373	Change to accounting treatment of rent compensation, this is now accounted for in the direct services lease income
Business Rates		3,077	Net allocation of S31 grant for years 2020/21 and 2021/22 - please see further explanation in paragraphs 26 and 27
Working Balance	(13)		
<b>Other Reserve in year movement</b>	<b>(35)</b>	<b>4,295</b>	<b>4,260</b>
<b>Forecast net use of reserves</b>			<b>(2,623)</b>

33. The Business Rates reserve shows a net movement of £3,077,000 and this is the Section 31 grant provided by MHCLG for the reimbursement of business rate reliefs awarded.
34. The cost of the reliefs on our collection fund account are not accounted for until the following financial year; reliefs awarded in 2020/21 are accounted for in the budget for 2021/22. The grant payments are made in the year the reliefs are awarded and we hold the grant funds in reserves to be matched against the associated income losses in the correct accounting year.
- The original budget predicted a required drawdown of £6,123,000 relating to 2020/21 reliefs and reduced collection rates, the actual cost at the year-end was £4,837,000 (S31 grant received to match this), this reduced the level of reserve funds required by £1,286,000.
  - An addition to reserves of £1,791,000 has been applied and this will be released in the next financial year to match the cost of the current year reliefs to be accounted for in 2022/23.

## **Housing Revenue Account (HRA)**

### **Covid-19 Impact**

35. The housing services are currently not reporting any material impact for covid related pressures. There has been a significant increase in people presenting as homeless but the resources to manage this are supported in full by the Homelessness Grant received from DLUHC (formally MHCLG).

### **Service Delivery**

36. The HRA is predicting a net operating deficit of £42,000 and after adjusting for funding contributions and reserves the bottom line impact is forecast at £120,000 deficit. The following table provides a summary of the budget and the full details are set out in Appendix D.

£'000	2020/21	2021/22			
	Outturn	Original Budget	Current Budget	Forecast Outturn	Variance
Total Service Income	(16,139)	(16,170)	(16,170)	(16,090)	81
Total Service Expenditure	4,749	4,821	4,821	4,784	(36)
Total Corporate Costs	8,362	10,523	10,523	10,521	(2)
<b>OPERATING (SURPLUS)/DEFICIT</b>	<b>(3,028)</b>	<b>(827)</b>	<b>(827)</b>	<b>(785)</b>	<b>42</b>
Funding of Capital Programme from HRA	952	650	3,235	3,114	(121)
Use of Reserves	2,102	177	(2,408)	(2,208)	200
<b>Total Use of Reserves/Funding</b>	<b>3,054</b>	<b>827</b>	<b>827</b>	<b>906</b>	<b>79</b>
<b>(SURPLUS)/DEFICIT</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>120</b>	<b>120</b>

37. The key variances relating to the direct service delivery are detailed below:

- Net Income decrease of £81,000 due to updated budget information on collectable housing and garage rents in year and a higher level of void properties.
- Housing Repairs additional costs of £26,000 for a historical invoice received which related to a prior financial year
- Staff vacancies of £31,000 in Housing Services and Sheltered Housing.

### **HRA Reserves**

38. The reserve balances at 1 April 2021 were £4,381,000 and the predicted net use of reserves is £2,215,000 to support capital projects, this leaves a forecast yearend balance of £2,173,000. The detailed reserves balances are set out in Appendix E.

## **Capital Programme**

39. The current budget for the 2021/22 Capital Programme is £15,945,000 and this is made up of the original budget of £8,420,000 and the slippage of £7,525,000 brought forward from 2020/21.
40. The forecast outturn spend is predicted to be £97,562,000 against the current budget of £15,945,000, this gives a total net overspend of £81,617,000. After allowing for current year requested slippage of £641,000 this leaves an actual net overspend of £82,258,000.
41. The prior year slippage brought forward to the 2021/22 programme has reduced from £9,188,000 to £7,525,000 a reduction of £1,663,000. The reasons for this are explained below;
- The slippage for Walden Place of £1,727,000 was reallocated to support the purchase of affordable homes to meet our right to buy requirements. A new bid is being submitted for Walden Place
  - HRA repairs has reduced the level of slippage by £64,000, a reserves contribution has been made to fund this
42. The overspend is due to the net effect of the following capital projects/programmes of work;

### **General Fund**

- £76,314,000 additional spend for the commercial investment purchases which were not included in the original capital programme budget. All purchases will be fully financed from the direct income generated from the associated commercial activity of each purchase.
- £5,620,000 additional spend for the continued refurbishment of the Little Canfield site and the additional spend includes development of the commercial areas.

### **Housing Revenue Account**

- £250,000 additional spend on right to buy schemes relating to Gold Close.
  - £551,000 reduced spend on HRA general repairs, this is the current position as advised by the Uttlesford Norse partnership and these costings are subject to variations.
43. The slippage of £573,000 relates to the Superfast broadband contract which is unlikely to complete until late in the next financial year (2022/23).
44. The full Capital Programme is set out in Appendix F; this provides a summary of all the schemes for the Commercial Investments, General Fund and HRA, along with the balances for S106 funds.

## **Investments**

45. The Council has directly purchased six commercial properties and through its wholly owned company Aspire (CRP) Ltd purchased a 50% share in Chesterford Research Park, this was in line with the requirements of the Commercial Strategy approved by Members in February 2021.
46. The details of the loans to Aspire (CRP) Ltd are set in the Treasury Management section of this report at paragraphs 54 and 55. The direct commercial property investments are listed in the table below along with the purchase price (excluding stamp duty, Land Registry fees and insurance) and the predicted income.

Commercial Asset	Purchase Price	Income 2021/22	Income Future Years
	£'000	£'000	£'000
Skyway House - Takeley	20,000	1,142	1,170
Veterinarian Practice - Livingstone, Scotland	5,925	332	373
Waitrose Distribution Centre - Chorley	55,000	2,272	2,508
Amazon - Gloucestershire	42,514	1,088	2,270
MOOG - Tewksbury	35,000	786	1,429
Stane Retail Park (phase 1), Colchester	30,424	0	1,784
<b>TOTAL</b>	<b>188,863</b>	<b>5,620</b>	<b>9,534</b>

47. The forward funding acquisition of the new build logistics unit at Gloucester, pre-let to Amazon, the tenant took occupation of the building in November 2021.
48. The forward funding acquisition of the new build headquarters for Moog Controls Ltd is on schedule to complete in May 2022.
49. Stane Retail Park located in Colchester is an out of town retail development, phase one is forward funding of the site and two stores have been pre-let to Aldi and B&Q. Completion was scheduled for October 2021, but this is now delayed and expected completion is late November.
50. All of the tenant leases have upward only increases in their leases, which in most cases are compounded five yearly and therefore will increase the rental income in 2025/26.

## **Treasury Management**

51. Treasury Management Activities have been carried out in accordance with the approved strategy. Full details of all the council's investments and borrowing are attached as Appendix G.
52. The average rates of interest for the period April to December, this shows that the average cost of borrowing has increased by 0.05% and for investments a decrease in return of 0.01%;
- Investments – 0.02%
  - Borrowing – 0.13%

53. The council's long term investments relate to the loans to Aspire (CRP) Ltd for the purchase of the 50% share of Chesterford Research Park and the ongoing development of the park. The table below provides details of the long term investments to date and the terms of borrowing:

Drawdown Date	Amount £'000	Loan Term	Rate %	Repayment Basis	2021/22 Interest Receivable £'000
03/05/2017	47,250	50 years	4.0	Interest Only	1,890
26/03/2018	223	49 years 1 month	4.0	Interest Only	9
02/01/2019	2,518	48 years 4 months	4.0	Interest Only	101
09/06/2020	1,250	20 years	4.5	Principal & Interest	50
01/07/2020	2,600	20 years	4.5	Principal & Interest	104
20/08/2020	3,000	20 years	4.5	Principal & Interest	116
15/03/2021	2,975	21 years	4.5	Principal & Interest	121
26/08/2021	780	20 years	4.5	Principal & Interest	20
<b>Total of Loans</b>	<b>60,596</b>				<b>2,411</b>

54. The council has two long term loans:

- I. £37,000,000 with Phoenix Life Limited over 40 years for the investment in Aspire (CRP) Ltd. The loan was drawn down in 3 separate stages and the final sum was drawn down in July 2021. No principal repayments will be made until 5<sup>th</sup> January 2022 and is at a fixed rate of interest @ 2.86% for all 3 drawdowns.
- II. Housing Revenue Account (HRA) borrowed £88,407,000 in 2012 to fund the purchase of the council's housing stock; this is a mix of fixed and variable rate loans over a period of 30 years, with no principal repayment for the first five years to allow for increased HRA housing development. The annual interest payment is £2,604,000 with a current annual principal repayment of £2,000,000. As at 31 March 2021 the sum of £80,407,000 remains outstanding.

## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Actual income and expenditure will vary from forecast, requiring adjustments to budget and/or service delivery	2 – some variability is inevitable	2 – budget will be closely monitored and prompt action taken to deal with variances	Budgetary Monitoring and monthly analysis of the financial position

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project

## Appendix A

### General Fund Budget Summary

£'000	2020/21 Outturn	Quarter 1 April to June 2021			2021/22			
		Current Budget	Actuals to Date	Variance to Date	Original Budget	Current Budget	Outturn	Variance
<b>Portfolio Budgets</b>								
Community & Partnerships	1,041	741	781	40	1,097	1,097	1,263	166
Housing & Economic Development	1,557	2,083	912	(1,172)	2,677	2,677	1,880	(797)
Environmental	4,791	3,019	2,925	(94)	4,265	4,265	5,073	808
Finance & Administration	5,914	1,248	2,797	1,549	7,697	7,697	7,216	(481)
<b>Subtotal - Direct Portfolio Budgets</b>	<b>13,303</b>	<b>7,092</b>	<b>7,416</b>	<b>324</b>	<b>15,736</b>	<b>15,736</b>	<b>15,432</b>	<b>(304)</b>
Net Corporate investment Income	(2,039)	(3,452)	(3,238)	214	(4,635)	(4,635)	(5,427)	(792)
<b>Total - Net service costs</b>	<b>11,264</b>	<b>3,639</b>	<b>4,177</b>	<b>538</b>	<b>11,100</b>	<b>11,100</b>	<b>10,005</b>	<b>(1,096)</b>
<b>Corporate Items</b>								
Capital Financing Costs	9,499				3,626	4,922	3,891	(1,031)
PFI interest cost	372				360	360	360	0
External borrowing interest charges	807				1,814	1,814	1,258	(556)
Profit shares	(3)				0	0	(3)	(3)
Financial Investment Income	(2,306)				(2,316)	(2,316)	(2,457)	(141)
Exceptional corporate items - bad debt	7				0	0	3	3
Pension Fund - Added Years	86				85	85	85	0
Pension Triennial Payment	582				0	0	0	0
Corporate Core HRA Share	(405)				(385)	(385)	(385)	0
Recharge to HRA	(1,310)				(1,167)	(1,167)	(1,167)	0
<b>Subtotal - Corporate Items</b>	<b>7,328</b>				<b>2,017</b>	<b>3,313</b>	<b>1,585</b>	<b>(1,728)</b>
<b>Subtotal - General Fund</b>	<b>18,592</b>				<b>13,117</b>	<b>14,413</b>	<b>11,590</b>	<b>(2,824)</b>
<b>Funding</b>								
Council Tax - Collection Fund Balance	(20)				55	55	55	0
Business Rates - Collection Fund Balance	8				4,785	4,785	4,837	53
Business Rates - UDC Share (net of tariff)	(2,475)				(1,068)	(1,068)	(1,112)	(44)
Business Rates - Levy/(Safety Net) Payment	380				393	393	872	478
Business Rates - Renewable Energy Schemes	(104)				(107)	(107)	(134)	(27)
Collection fund - Section 31 Funding	(6,298)				(1,282)	(1,282)	(3,480)	(2,198)
Rural Services Delivery Grant	(279)				(293)	(293)	(293)	0
New Homes Bonus	(3,635)				(2,823)	(2,823)	(2,823)	0
Covid impact funding	(1,694)				(890)	(890)	(481)	409
<b>Subtotal - Funding</b>	<b>(14,118)</b>				<b>(1,230)</b>	<b>(1,230)</b>	<b>(2,560)</b>	<b>(1,330)</b>
<b>Net Operating Expenditure</b>	<b>4,474</b>				<b>11,888</b>	<b>13,184</b>	<b>9,030</b>	<b>(4,154)</b>
<b>Transfer to/(from) Reserves</b>								
Business Rates	4,801				(6,123)	(6,123)	(3,046)	3,077
Licensing	(45)				13	13	2	(11)
Capital Slippage	203				0	(1,296)	(451)	845
Working Balance	127				(38)	(38)	(51)	(13)
Medium Term Financial Strategy	48				(473)	(473)	120	592
Transformation	(3)				0	0	(57)	(57)
Emergency Response	500				794	794	794	0
Economic Development	216				660	660	893	233
Elections	25				30	30	59	29
Homelessness	121				102	102	(93)	(195)
Health and Wellbeing	13				0	0	(7)	(7)
Planning and Development	(916)				(15)	(15)	(116)	(101)
Strategic Initiatives Fund	203				0	0	0	0
Sustainable New Communities	7				(640)	(640)	(913)	(273)
New Homes Bonus Ward Members	(6)				0	0	(12)	(12)
Waste Depot Relocation Project	(4,343)				0	0	0	0
Sports reserve	150				0	0	35	35
Climate Change	380				(40)	(40)	220	260
<b>Subtotal - Movement in General Fund Reserves</b>	<b>1,482</b>				<b>(5,729)</b>	<b>(7,025)</b>	<b>(2,623)</b>	<b>4,402</b>
<b>COUNCIL TAX REQUIREMENT</b>	<b>5,957</b>				<b>6,159</b>	<b>6,159</b>	<b>6,407</b>	<b>248</b>
<b>Council Tax (precept levied on Collection Fund)</b>	<b>(5,957)</b>				<b>(6,159)</b>	<b>(6,159)</b>	<b>(6,159)</b>	<b>0</b>
<b>OVERALL NET POSITION (Under) / Over spend</b>	<b>0</b>				<b>0</b>	<b>0</b>	<b>248</b>	<b>248</b>

**Portfolio Service Variances****Communities and Partnerships**

£'000	2020/21 Outturn	2021/22			
		Original Budget	Current Budget	Outturn	Variance
Community Information	48	51	51	40	(12)
Day Centres	105	95	95	95	0
Emergency Planning	29	34	34	33	(1)
Grants & Contributions	363	568	568	771	203
Leisure & Performance	43	47	47	44	(2)
Saffron Walden Museum	229	240	240	225	(15)
New Homes Bonus	82	78	78	78	0
Private Finance Init	168	11	11	5	(7)
Communities Partnership	0	0	0	0	0
Renovation Grants	(27)	(27)	(27)	(27)	0
<b>Portfolio Total</b>	<b>1,041</b>	<b>1,097</b>	<b>1,097</b>	<b>1,263</b>	<b>166</b>

**Housing & Economic Development**

£'000	2020/21 Outturn	2021/22			
		Original Budget	Current Budget	Outturn	Variance
Building Surveying	(41)	(11)	(11)	(78)	(67)
Committee Admin	265	308	308	302	(6)
Customer Services Centre	493	569	569	496	(73)
Democratic Represent	321	358	358	340	(19)
Economic Development	148	611	611	336	(275)
Energy Efficiency	13	424	424	125	(299)
Health Improvement	172	193	193	170	(23)
Homelessness	172	143	143	144	1
Lifeline	(164)	(160)	(160)	(160)	0
Communications	178	241	241	205	(36)
<b>Portfolio Total</b>	<b>1,557</b>	<b>2,677</b>	<b>2,677</b>	<b>1,880</b>	<b>(797)</b>

**Portfolio Service Variances****Environmental Services**

£'000	2020/21 Outturn	2021/22			
		Original Budget	Current Budget	Outturn	Variance
Animal Warden	4	6	6	6	(0)
Grounds Maintenance	368	364	364	391	28
Car Park	(188)	(573)	(573)	(482)	91
Development Control	748	(270)	(270)	(4)	267
Depots	56	56	56	61	5
Garden Planning	131	0	0	0	0
Street Cleansing	388	422	422	387	(35)
Housing Strategy	46	60	60	58	(2)
Highways	9	8	8	(0)	(8)
Local Amenities	(12)	(13)	(13)	(13)	(0)
Licensing	(155)	(261)	(261)	(219)	42
Vehicle Management	416	491	491	454	(37)
Public Health	521	718	718	464	(254)
Planning Management	396	422	422	413	(9)
Planning Policy	463	1,660	1,660	1,941	281
Planning Specialists	203	210	210	230	20
Waste Management	775	315	315	698	383
Community Safety	341	398	398	396	(3)
Street Services	281	250	250	290	40
<b>Portfolio Total</b>	<b>4,791</b>	<b>4,265</b>	<b>4,265</b>	<b>5,073</b>	<b>808</b>

**Portfolio Service Variances****Finance and Administration**

£'000	2020/21 Outturn	2021/22			
		Original Budget	Current Budget	Outturn	Variance
Asset Management	0	94	94	136	42
Benefits Admin	266	353	353	243	(109)
Corporate Management	1,140	1,998	1,998	1,755	(243)
Conveniences	0	0	0	0	0
Central Services	374	463	463	377	(86)
Corporate Team	(1,987)	0	0	0	0
Conducting Elections	(1)	4	4	(41)	(44)
Electoral Registration	20	38	38	39	1
Financial Services	1,149	1,176	1,176	1,144	(32)
Housing Benefits	(747)	104	104	149	45
Human Resources	289	374	374	342	(32)
Internal Audit	146	159	159	158	(1)
Information Technology	1,472	1,585	1,585	1,571	(14)
Land Charges	(71)	(63)	(63)	(48)	14
Legal Services	343	374	374	449	75
Local Taxation	471	(100)	(100)	(130)	(30)
Norse Partnership	0	384	384	379	(5)
Non Domestic Rates	(69)	(146)	(146)	(151)	(5)
Office Cleaning	215	0	0	0	0
Offices	494	211	211	401	190
Revenues Admin	397	671	671	436	(235)
Council Tax Discounts	(26)	18	18	6	(12)
<b>Portfolio Total</b>	<b>3,875</b>	<b>7,697</b>	<b>7,697</b>	<b>7,216</b>	<b>(481)</b>

**General Fund Variances**

Direct Services Variance analysis > £30,000	Qtr. 2	Qtr. 3	Movement	Reason for Variance
	£'000	£'000	£'000	
<b><u>Normal Service Activity</u></b>				
Development Management	155	279	124	Planning appeals cost due to 3 new appeal inquiries which require QC support
Local Plan Consultants	273	273	0	Consultants for specialist studies, costs are funded from reserves
Waste and Recycling	188	222	34	Net cost of agency, vacancies and payment of driver supplement
Offices	168	175	7	Additional cost relating to Little Canfield - Business Rates and utilities
Corporate Management	148	169	21	Net cost of salary saving for CEX, vacant CMT posts and costs of interim replacements.
Development Management	73	162	89	Net cost of staff vacancies and agency to support the service
Corporate Management	162	137	(25)	Consultants to support Planning Review and UMF
Trade Waste	93	93	0	Loss of income due to closure of business
Waste and Recycling	0	86	86	Vehicle hire to ensure full service delivery
Licensing	0	80	80	Reduction in applications of taxi vehicle and driver licences
Waste and Recycling	107	69	(38)	Increased cost of disposal (Gate Fee) cost per tonne variations during the year due to market conditions
Car Parks - income	90	57	(33)	Net income lost due to reduced usage and vandalism of ticket machines
Financial Services	51	51	(1)	Treasury support from Arlingclose related to management of investment funding
Legal Services	127	49	(78)	Net cost of staff vacancies and agency cost to support the service whilst recruitment is in progress
Grants and Contributions	46	46	(0)	One off additional grants allocated, funded from the 2020/21 underspend on the Community Projects capital grant slippage
Housing Benefit	46	46	(1)	Increased number of claimants for Housing support
Corporate Management	41	41	(1)	Advertising and recruitment costs for Corporate Management posts
Waste Management	39	40	1	Post not budgeted for in prior year restructure
Car Parks - costs	33	33	0	Increased transaction charges for the new ticket machines - not covered in the current NEPP agreement
Asset Management	0	30	30	Repairs to assets/buildings
Financial Services	76	30	(46)	Merchant Bank charges - increases following renewal of contract
<b>Overspends/reduced income</b>	<b>1,916</b>	<b>2,166</b>	<b>250</b>	

**General Fund Variances**

Direct Services Variance analysis > £30,000	Qtr. 2	Qtr. 3	Movement	Reason for Variance
	£'000	£'000	£'000	
Development Management	(235)	(348)	(113)	Increased number of planning applications received
Climate Change	0	(233)	(233)	Reprofiling of year 1 funding allocation to year 2 to align with action plans
Economic Development	0	(260)	(260)	Reprofiling of year 1 funding allocation to year 2 to align with action plans
Corporate Management	(200)	(250)	(50)	Contingency for transformation not required - £24k to support Driver supplements in waste services
Corporate Management	(200)	(200)	0	Local Highways Panel funding released to revenue - 2021/22 only
Public Health	(21)	(156)	(135)	Increased receipt of grant from DEFRA
Public Health	(61)	(110)	(49)	One off saving for staff and agency costs due to reduced activity at the airport
Green Waste	(107)	(109)	(2)	Service subscriptions increased in year and additional composting credits received from ECC
Financial Services	0	(90)	(90)	Broker fees reprofiled to next year to match the short term loan maturity
Customer Services	(72)	(72)	0	Staff vacancies
Public Health	(45)	(61)	(16)	Additional fee income
Building Surveying	(54)	(61)	(7)	Additional fee income
Benefits Administration	0	(58)	(58)	Staff vacancy and additional new burdens grant (non covid) for new checking and reporting requirements
Central Services	0	(54)	(54)	Staff vacancies
Human Resources	0	(53)	(53)	Staff vacancy
Street Cleansing	0	(40)	(40)	Staff vacancy
Licensing	0	(37)	(37)	Staff vacancy
Revenues	(50)	(30)	20	Increased court fee income, as recovery processes for Council Tax and Business Rates is reinstated
Revenues	(167)	0	167	New Burdens grant now reported under covid related activity below
Net minor variances	(46)	6	52	
<b>Underspends/increased income</b>	<b>(1,258)</b>	<b>(2,216)</b>	<b>(958)</b>	

**General Fund Variances**

Direct Services Variance analysis > £30,000	Qtr. 2	Qtr. 3	Movement	Reason for Variance
	£'000	£'000	£'000	
<b><u>Covid Related Activity</u></b>				
Public Health	(25)	72	97	Net impact of Covid related activities and support grant received
Trade Waste	27	27	0	Income loss due to reduced customer requirements
Council Tax Discounts	20	15	(5)	Funds allocated from prior year grant to the Exceptional Hardship Fund
Asset Management	25	12	(13)	Costs incurred for ventilation surveys carried out at London Road offices
Offices	0	(10)	(10)	Utilities saving due to low occupancy
Central Services	(11)	(11)	0	Reduction in cost of postage
Conducting Elections	(29)	(29)	0	DLUHC Grant to support the safe delivery of electoral functions and activity - this will be added to reserves
Economic Development	0	(37)	(37)	DLUHC Covid grant to support the administration of the Additional Restrictions grant
Benefits Admin	(57)	(54)	3	Net impact of DLUHC Track and Trace grant and cost of staffing/resources
Revenues	12	(237)	(249)	Net impact of DLUHC Covid grant to support administration of business grants/reliefs - previously reported in normal service activity
Net minor variances	(11)	(3)	8	
	<b>(49)</b>	<b>(254)</b>	<b>(205)</b>	
<b>Direct Service variance - (under)/over spend</b>	<b>609</b>	<b>(304)</b>	<b>(913)</b>	

## Appendix C

### General Fund Reserves

£'000	Balance 1st April 2021	Transfer From General Fund	Transfer to General Fund	Transfer Between Reserves	Balance 31st March 2022
<b><u>RINGFENCED RESERVES</u></b>					
Business Rates	7,634	1,791	(4,837)		4,588
Departments for Work and Pensions	71				71
Licensing	35	2			37
Capital Slippage	1,483	204	(655)		1,032
Working Balance	1,438		(51)		1,387
<b>TOTAL RINGFENCED RESERVES</b>	<b>10,661</b>	<b>1,998</b>	<b>(5,543)</b>	<b>0</b>	<b>7,116</b>
<b><u>USABLE RESERVES</u></b>					
<u>Financial Management Reserves</u>					
Medium Term Financial Strategy	1,576	367	(247)	200	1,895
Transformation	1,139		(57)		1,082
EU Exit	513				513
Income Protection	1,060				1,060
	<b>4,287</b>	<b>367</b>	<b>(304)</b>	<b>200</b>	<b>4,549</b>
<u>Contingency Reserves</u>					
Emergency Response	540	794			1,334
	<b>540</b>	<b>794</b>	<b>0</b>	<b>0</b>	<b>1,334</b>
<u>Service Reserves</u>					
Economic Development	463	1,000	(107)		1,356
Elections	70	59			129
Homelessness	404	0	(93)		311
Health and Wellbeing	131		(7)		124
Planning	669		(28)		641
Neighbourhood Planning	54		(15)		39
Housing Strategy	22	0			22
Development Control	146		(73)		73
Strategic Initiatives Fund	1,863			(200)	1,663
Sustainable New Communities	1,781		(913)		868
Pension Reserve	0				0
New Homes Bonus Ward Members	16		(12)		4
Voluntary Sector	0				0
Waste Depot Relocation Project	247	500	(500)		247
Waste Management	250				250
Private Finance Initiative	307				307
Sports reserve	150	185	(150)		185
Climate Change	380	300	(80)		600
	<b>6,953</b>	<b>2,044</b>	<b>(1,978)</b>	<b>(200)</b>	<b>6,819</b>
<b>TOTAL USABLE RESERVES</b>	<b>11,780</b>	<b>3,205</b>	<b>(2,282)</b>	<b>0</b>	<b>12,703</b>
<b>TOTAL GENERAL FUND RESERVES</b>	<b>22,441</b>	<b>5,202</b>	<b>(7,825)</b>	<b>0</b>	<b>19,818</b>

## Appendix D

### Housing Revenue Account Budget Summary

£000	2020/21 Outturn	Quarter 3 April to December 2021/22			2021/22			
		Current Budget	Actuals to Date	Variance to Date	Original Budget	Current Budget	Forecast Outturn	Variance
<b>Housing Revenue Account Income</b>								
Dwellings Rent	(14,797)	(11,157)	(11,130)	27	(14,875)	(14,875)	(14,829)	46
Garage Rents	(224)	(175)	(162)	12	(233)	(233)	(217)	17
Land Rents	(1)	(1)	(1)	(0)	(1)	(1)	(1)	0
Charges for Services & Facilities	(1,035)	(795)	(734)	61	(1,061)	(1,061)	(1,016)	44
Contributions Towards Expenditure	(82)	0	(26)	(26)	0	0	(27)	(27)
<b>Total Service Income</b>	<b>(16,139)</b>	<b>(12,128)</b>	<b>(12,053)</b>	<b>74</b>	<b>(16,170)</b>	<b>(16,170)</b>	<b>(16,090)</b>	<b>80</b>
<b>Housing Finance &amp; Business Management</b>								
Rents, Rates & Other Property Charges	68	60	102	43	80	80	113	34
	<b>68</b>	<b>60</b>	<b>102</b>	<b>43</b>	<b>80</b>	<b>80</b>	<b>113</b>	<b>34</b>
<b>Housing Maintenance &amp; Repairs Services</b>								
Common Service Flats	194	168	124	(43)	224	224	235	11
Uttlesford Norse Partnership	0	2,528	2,528	(0)	0	3,370	3,370	0
Estate Maintenance	196	2	1	(1)	200	2	2	0
Housing Repairs	2,741	0	25	25	2,626	0	26	26
Housing Sewerage	62	10	15	5	61	13	13	0
Newport Depot	3	0	3	3	0	0	0	0
Property Services	366	37	38	1	436	49	51	2
	<b>3,561</b>	<b>2,744</b>	<b>2,733</b>	<b>(11)</b>	<b>3,547</b>	<b>3,659</b>	<b>3,697</b>	<b>39</b>
<b>Housing Management &amp; Homelessness</b>								
Housing Services	470	402	364	(38)	536	536	487	(49)
Sheltered Housing Services	650	409	315	(95)	658	546	487	(59)
	<b>1,119</b>	<b>811</b>	<b>679</b>	<b>(133)</b>	<b>1,194</b>	<b>1,082</b>	<b>973</b>	<b>(108)</b>
<b>Total Service Expenditure</b>	<b>4,749</b>	<b>3,615</b>	<b>3,515</b>	<b>(101)</b>	<b>4,821</b>	<b>4,821</b>	<b>4,784</b>	<b>(36)</b>
<b>Corporate Costs</b>								
Bad Debt Provision	113				100	100	100	0
Depreciation - Dwellings (to MRR)	3,881				4,230	4,230	4,230	0
Depreciation - Non-Dwellings (to MRR)	0				51	51	51	0
Interest / Costs - HRA Loan	2,584				2,601	2,601	2,601	0
Repayment of Loan	0				2,000	2,000	2,000	0
Investment Income	0				(2)	(2)	(3)	(2)
Uttlesford Norse Partnership Profit Share	(66)				0	0	0	0
Recharge from General Fund	1,310				1,167	1,167	1,167	0
HRA Share of Corporate Core	405				385	385	385	0
Pension Fund - Added Years	18				0	0	0	0
Pension Fund - Deficit	128				0	0	0	0
Right to Buy Admin Cost Allowance	(10)				(10)	(10)	(10)	0
<b>Total Corporate Costs</b>	<b>8,362</b>				<b>10,523</b>	<b>10,523</b>	<b>10,521</b>	<b>(2)</b>
<b>TOTAL EXPENDITURE</b>	<b>13,111</b>				<b>15,344</b>	<b>15,344</b>	<b>15,306</b>	<b>(38)</b>
<b>OPERATING (SURPLUS)/DEFICIT</b>	<b>(3,028)</b>				<b>(827)</b>	<b>(827)</b>	<b>(785)</b>	<b>42</b>
Funding from Capital Receipts Reserve for HRA Loan	0				0	0	0	0
<b>Funding of Capital Programme from HRA</b>								
Funding of Capital from Revenue	952				650	3,235	3,114	(121)
	<b>952</b>				<b>650</b>	<b>3,235</b>	<b>3,114</b>	<b>(121)</b>
<b>Transfers to/from (-) Reserves</b>								
Capital Projects Reserve	897				216	216	(33)	(249)
Potential Developments (New Builds)	(100)				0	0	0	0
Sheltered Housing Reserve					0	0	0	0
HRA Capital Slippage Reserve	(302)				0	(2,585)	(2,215)	370
Revenue Projects	1,650				0	0	0	0
Transformation Reserve	0				0	0	0	0
Working Balance	(43)				(40)	(40)	40	79
	<b>2,102</b>				<b>177</b>	<b>(2,408)</b>	<b>(2,208)</b>	<b>200</b>
<b>Total Use of Reserve / Funding</b>	<b>3,054</b>				<b>827</b>	<b>827</b>	<b>906</b>	<b>79</b>
<b>(SURPLUS)/DEFICIT</b>	<b>26</b>				<b>0</b>	<b>0</b>	<b>120</b>	<b>120</b>

## Appendix E

### Housing Revenue Account Reserves

Reserve £'000	Actual Balance 1st April 2021	Forecast transfer from HRA	Forecast Transfer to HRA	Transfer between Reserves	Estimated Balance 31st March 2022
<b><u>RINGFENCED RESERVES</u></b>					
Working Balance	471	40		0	511
	471	40	0	0	511
<b><u>USABLE RESERVES</u></b>					
<b><u>Revenue Reserves</u></b>					
Transformation / Change Management	180	0		0	180
Revenue Projects	60	0		0	60
	240	0	0	0	240
<b><u>Capital Reserves</u></b>					
Capital Projects	910	216	(249)	0	877
Potential Development Projects	110	0		0	110
Sheltered Housing Projects	0	0		0	0
HRA Slippage Reserve	2,650	370	(2,585)	0	435
	3,670	586	(2,834)	0	1,422
<b>TOTAL USABLE RESERVES</b>	<b>3,910</b>	<b>586</b>	<b>(2,834)</b>	<b>0</b>	<b>1,662</b>
<b>TOTAL RESERVES</b>	<b>4,381</b>	<b>626</b>	<b>(2,834)</b>	<b>0</b>	<b>2,173</b>

### **Reserves with Conditions**

Reserve with conditions £'000	Actual Balance 1st April 2021	Forecast transfer from HRA	Forecast Transfer to HRA	Estimated Balance 31st March 2021
Capital Receipt Reserve - RTB	2,157	1,600	(1,674)	2,083
Capital Receipt Reserve - Other	29	0	0	29
<b>Capital Receipt Reserve - Total</b>	<b>2,186</b>	<b>1,600</b>	<b>(1,674)</b>	<b>2,112</b>

**Capital Programme expenditure summary**

Scheme	ACTUAL TO DEC	ORIGINAL BUDGET	SLIPPAGE FROM	VIREMENTS	CURRENT BUDGET	FORECAST	FORECAST	SLIPPAGE
	£'000	2021/22 £'000	2020/21 £'000	2021/22 £'000	2021/22 £'000	OUTTURN £'000	VARIANCE £'000	REQUESTED
Commercial Investments	56,965	500	0	0	500	76,814	76,314	0
Community and Partnerships	22	110	60	0	170	76	-94	41
Environmental Services	623	190	1,634	0	1,824	2,042	218	0
Finance and Administration	4,078	1,745	772	0	2,517	8,133	5,616	27
Housing and Economic Development	537	280	701	0	981	716	(265)	573
Total General Fund	5,260	2,325	3,167	0	5,492	10,967	5,475	641
Housing Revenue Account	3,395	5,595	6,021	(1,663)	9,953	9,781	(172)	0
<b>TOTAL CAPITAL PROGRAMME</b>	<b>65,620</b>	<b>8,420</b>	<b>9,188</b>	<b>(1,663)</b>	<b>15,945</b>	<b>97,562</b>	<b>81,617</b>	<b>641</b>

**Capital Programme financing summary**

FINANCING SUMMARY 2021/22	INVESTMENTS	GENERAL FUND	HOUSING REVENUE ACCOUNT
	£'000	£'000	£'000
Borrowing	74,814	0	0
Grants and Contributions	0	665	342
Revenue Contribution (RCCO)	2,000	689	929
Internal Borrowing	0	7,719	0
Reserves	0	624	2,585
S106	0	0	0
Capital Receipts	0	1,270	1,795
Major Repairs Reserve	0	0	4,130
	<b>76,814</b>	<b>10,967</b>	<b>9,781</b>
<b>Total Financing</b>			<b>97,562</b>

Appendix F continued...

**Capital Programme Investment Properties**

SCHEME	COST CENTRE	ACTUAL TO SEPT	ORIGINAL BUDGET 2021/22	SLIPPAGE FROM 2020/21	VIREMENTS	CURRENT BUDGET 2021/22	FORECAST	FORECAST TO BUDGET VARIANCE	REQUESTED SLIPPAGE TO 2022/23
<b>INVESTMENT PROPERTIES</b>									
Skyway House	CIN001/6826	0	500	0	0	500	500	0	
Deer Park Road	CIN002/6826	0	0	0	0	0	0	0	
Stane Retail Park Phase 1	CIN003/6826	18,738	0	0	0	0	21,637	21,637	
Waitrose Distribution Centre	CIN004/6826	0	0	0	0	0	0	0	
Amazon, Gloucester	CIN005/6826	25,289	0	0	0	0	36,251	36,251	
Moog	CIN006/6826	12,938	0	0	0	0	18,426	18,426	
Stane Retail Park Phase 2		0	0	0	0	0		0	
		<b>56,965</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>76,814</b>	<b>76,314</b>	<b>0</b>

Appendix F continued...

**Capital Programme General Fund**

SCHEME	COST CENTRE	ACTUAL TO SEPT	ORIGINAL BUDGET 2021/22	SLIPPAGE FROM 2020/21	VIREMENTS	CURRENT BUDGET 2021/22	FORECAST	FORECAST TO BUDGET VARIANCE	REQUESTED SLIPPAGE TO 2022/23
<b>GENERAL FUND</b>									
<b>COMMUNITY AND PARTNERSHIPS</b>									
Community Project Grants	CGF502/6842	21	110	53		163	66	(97)	41
Tree Planting	CGF533/6841	0	0	7		7	10	3	
<b>TOTAL COMMUNITY AND PARTNERSHIPS</b>		<b>22</b>	<b>110</b>	<b>60</b>	<b>0</b>	<b>170</b>	<b>76</b>	<b>(94)</b>	<b>41</b>
<b>ENVIRONMENTAL SERVICES</b>									
White Street Car Park	CGF108/6801	0	0	25		25	25	0	
Household Bins	CGF300/6822	45	70	0		70	70	0	
Trade Waste Bins	CGF301/6822	19	30	0		30	30	0	
Kitchen Caddies	CGF304/6822	4	10	0		10	10	0	
Garden Waste Bins	CGF308/6822	11	20	0		20	20	0	
Car Parking Machine Replacement	CGF321/6822	0	0	92		92	92	0	
Electric Car Charges	CGF323/6822	48	15	0		15	50	35	
Vehicle Replacement Programme	CGF602/6823	495	45	1,517		1,562	1,745	183	
<b>TOTAL ENVIRONMENTAL SERVICES</b>		<b>623</b>	<b>190</b>	<b>1,634</b>	<b>0</b>	<b>1,824</b>	<b>2,042</b>	<b>218</b>	<b>0</b>
<b>FINANCE AND ADMINISTRATION</b>									
Minor Items IT	CGF401/6834	22	20	20		40	40	0	
Revenues and Benefits IT	CGF410/6834	0	0	20		20	20	0	
PCI Compliance	CGF413/6834	0	20	34		54	54	0	
PSN CoCo Works	CGF425/6824	36	30	58		88	88	0	
Asset Management System	CGF437/6824	0	0	30		30	30	0	
Cyber Security	CGF438/6824	0	20	52		72	72	0	
Grounds Maint & Vehicle System	CGF439/6824	8	0	43		43	43	0	
Idox Additional Modules	CGF441/6824	0	0	5		5	5	0	
Licensing - Lalpac to Idox Uni	CGF442/6824	7	0	16		16	16	0	
ArcGIS Upgrade	CGF443/6824	10	0	12		12	24	12	
Postal Software	CGF446/6824	0	0	27		27	0	(27)	27
Scanner Replacement	CGF447/6824	0	0	30		30	30	0	
Sharepoint	CGF448/6824	12	0	30		30	30	0	
Wifi	CGF449/6824	14	0	50		50	50	0	
Northgate Housing Assets	CGF450/6824	0	0	20		20	20	0	
Corporate Mobile Refresh - Cap Pur IT	CGF452/6824	0	40	0		40	40	0	
ICT - New Sites - Cap Pur IT	CGF453/6824	0	400	0		400	400	0	
Web-to-Print Solutions - Cap Pur IT	CGF454/6824	9	18	0		18	18	0	
Appointment Reservation	CGF455/6824	7	0	0		0	10	10	

Appendix F continued...

**Capital Programme General Fund**

SCHEME	COST CENTRE	ACTUAL TO SEPT	ORIGINAL BUDGET 2021/22	SLIPPAGE FROM 2020/21	VIREMENTS	CURRENT BUDGET 2021/22	FORECAST	FORECAST TO BUDGET VARIANCE	REQUESTED SLIPPAGE TO 2022/23
New Depot Site	CGF110/6801	3,947	1,000	0		1,000	6,620	5,620	
London Rd Office Building works	CGF112/6801	6	120	195	(117)	199	199	1	
Swan Meadow Car Park Resurface	CGF120/6801	0	0	0	240	240	240	0	
Day Centres Cyclical Improvements	CGF115/6801	(0)	25	25	(50)	0	0	0	
Museum Fire Alarm	CGF129/6801	0	20	0	(20)	0	0	0	
Museum Boiler	CGF130/6801	0	32	0	2	34	34	1	
London Rd Office Electrical	CGF316/6822	0	0	10	(10)	0	0	0	
London Road - Fire Alarm Upgrade	CGF127/6801	0	0	50		50	50	0	
London Road - LED Lighting	CGF128/6801	0	0	45	(45)	0	0	0	
<b>TOTAL FINANCE AND ADMINISTRATION</b>		<b>4,078</b>	<b>1,745</b>	<b>772</b>	<b>0</b>	<b>2,517</b>	<b>8,133</b>	<b>5,616</b>	<b>27</b>
<b>HOUSING AND ECONOMIC DEVELOPMENT</b>									
Private Sector Renewal Grant	CGF500/6841	0	70	67		137	10	(127)	
Disabled facilities Grant	CGF503/6841	134	200	24		224	259	35	
Compulsory Purchase Order	CGF125/6821	396	0	0		0	400	400	
Empty Dwellings	CGF505/6841	7	10	10		20	20	0	
Superfast Broadband	CGF528/6841	0	0	600		600	27	(573)	573
<b>TOTAL HOUSING AND ECONOMIC DEVELOPMENT</b>		<b>537</b>	<b>280</b>	<b>701</b>	<b>0</b>	<b>981</b>	<b>716</b>	<b>(265)</b>	<b>573</b>

**Capital Programme Housing Revenue Account**

SCHEME	COST CENTRE	ACTUAL TO SEPT	ORIGINAL BUDGET 2021/22	SLIPPAGE FROM 2020/21	VIREMENTS	CURRENT BUDGET 2021/22	FORECAST	FORECAST TO BUDGET VARIANCE	REQUESTED SLIPPAGE TO 2022/23
<b>HOUSING REVENUE ACCOUNT</b>									
Cash Incentive Scheme Grants	CHR500/6841	9	50	0		50	50	0	
<b>TOTAL</b>		<b>9</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>50</b>	<b>0</b>	<b>0</b>
<b>RTB SCHEMES</b>									
Newton Grove	CHR113/6801	20	0	0		0	20	20	
Frambury Lane	CHR114/6801	21	0	0		0	21	21	
The Moors	CHR116/6801	642	0	877		877	877	0	
Thaxted Road	CHR119/6801	1,139	1,350	2,110		3,460	3,460	0	
Great Chesterford	CHR118/6801	603	650	819		1,469	1,469	0	
Auton Court	CHR122/6801	0	0	0		0	0	0	
Gold Close	CHR123/6801	248	0	0		0	250	250	
White Roding	CHR124/6801	12	0	1,727	(1,727)	0	0	0	
<b>TOTAL RTB SCHEMES</b>		<b>2,684</b>	<b>2,000</b>	<b>5,533</b>	<b>(1,727)</b>	<b>5,806</b>	<b>6,097</b>	<b>291</b>	<b>0</b>
<b>SHELTERED SCHEMES</b>									
Reynolds Court	CHR107/6801	14	0	0		0	0	0	
Hatherley Court	CHR108/6801	19	0	0		0	18	18	
Walden Place	CHR109/6801	54	0	0		0	0	0	
Alexia House	CHR121/6801	45	0	0		0	31	31	
Parkside	CHR120/6801	90	0	0		0	55	55	
<b>TOTAL SHELTERED SCHEMES</b>		<b>222</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>104</b>	<b>104</b>	<b>0</b>
<b>HRA - UTTLESFORD NORSE</b>									
<b>HRA Repairs</b>	<b>Various</b>	<b>479</b>	<b>3,445</b>	<b>433</b>	<b>64</b>	<b>3,942</b>	<b>3,391</b>	<b>(551)</b>	
UPVC Fascia's and Guttering	CHR223/6812	0	100	0		100	84	(16)	
Resurfacing Access Road	CHR111/6801	0	0	0		0	0	0	
Lift Replacement	CHR224/6812	0	0	55		55	55	0	
<b>TOTAL UTTLESFORD NORSE</b>		<b>479</b>	<b>3,545</b>	<b>488</b>	<b>64</b>	<b>4,097</b>	<b>3,530</b>	<b>(567)</b>	<b>0</b>

**Section 106**

With Conditions	31 March 2021	Income	Adjustment	Drawn Down - Capital	Balance at 31 Dec 2021
	£'000	£'000	£'000	£'000	£'000
<b>S106 Receipts in Advance</b>					
Priors Green, Takeley	78	-	-	-	78
Land north of Ingrams, Felsted	10	-	-	-	10
Rochford Nurseries/Foresthall Park, Stansted	20	-	-	-	20
The Orchard, Elsenham	42	-	-	-	42
Wedow Road, Thaxted	53	-	-	-	53
Sector 4 Woodlands Park, Gt Dunmow	10	-	-	-	10
Keers Green Nurseries, Aythorpe Roding	120	-	-	-	120
Land adjacent to S/W Hospital	31	-	-	-	31
Land at Blossom Hill Farm, Henham	33	-	-	-	33
Land at Webb & Hallett Road, Flitch Green, Felsted	33	-	-	-	33
Land south side of Radwinter Road	49	-	-	-	49
Land North side of Stansted Road Elsenham	-	380	-	-	380
<b>Total</b>	<b>479</b>	<b>380</b>	<b>-</b>	<b>-</b>	<b>859</b>

Other Bodies	31 March 2021	Income	Adjustment	Transferred to other bodies	Balance at 31 Dec 2021
	£'000	£'000	£'000	£'000	£'000
<b>S106 Receipts in Advance</b>					
Sector 4 Woodlands Park (Helena Romanes School)	165	-	-	-	165
Brewers End, Takeley	31	-	-	-	31
Land adj Hailes Wood, Elsenham	10	-	-	-	10
Land at Flitch Green, Felsted	67	-	-	-	67
Land adjacent to S/W Hospital	1	-	-	-	1
Ashdon Road Commercial Centre	34	-	-	-	34
Land south of Stansted Road, Elsenham	53	-	-	-	53
Land south of Ongar Road, Dunmow	17	-	-	-	17
Land at 119 Radwinter Road, adj S/W Hospital	15	-	-	-	15
Land North of Ongar Road, Gt Dunmow	21	-	-	-	21
Land at Bury Water Lane, Newport	29	-	-	-	29
Land at Elsenham Nurseries	14	-	-	-	14
Bury Water Lane, Newport	26	-	-	-	26
Walpole Farm, Cambridge Road, Stansted	53	-	-	-	53
14 Stortford Road, Gt Dunmow	35	-	-	-	35
Land west of Woodside Way, Gt Dunmow	-	264	-	-	264
<b>Grants and Contributions to Other Bodies</b>	<b>571</b>	<b>264</b>	<b>-</b>	<b>-</b>	<b>835</b>

Without Conditions	31 March 2021	Income	Adjustment	Drawn Down - Capital	Balance at 31 Dec 2021
	£'000	£'000	£'000	£'000	£'000
<b>S106 Unapplied</b>					
Affordable Housing;	813	-	-	-	813
Drawn Down	-	-	-	-	-
Affordable Housing	813	-	-	-	813
Dunmow Eastern Sector	18	-	-	-	18
Woodlands Park, Gt Dunmow	36	-	-	-	36
Bell College, Saffron Walden	15	-	-	-	15
Priors Green, Takeley	8	-	-	-	8
Foresthall Park, Stansted	33	-	-	-	33
Lt Walden Road/Ashdon Road, Saffron Walden	98	-	-	-	98
Oakwood Park, Takeley	5	-	-	-	5
<b>Total</b>	<b>1,026</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,026</b>

## Appendix G

### Investments April – December 2021

Date of Investment	Counterparty	Amount (£)	Date of Repayment	Interest Rate %
06-Apr-21	DMO	6,500,000	08-Apr-21	0.01%
08-Apr-21	DMO	2,800,000	12-Apr-21	0.01%
12-Apr-21	DMO	2,600,000	15-Apr-21	0.01%
13-Apr-21	DMO	1,500,000	19-Apr-21	0.01%
15-Apr-21	DMO	5,400,000	20-Apr-21	0.01%
20-Apr-21	Cornwall Council	3,000,000	20-Oct-21	0.04%
20-Apr-21	DMO	2,200,000	26-Apr-21	0.01%
26-Apr-21	DMO	3,000,000	29-Apr-21	0.01%
29-Apr-21	DMO	2,100,000	04-May-21	0.01%
21-May-21	Ashford Borough Council	3,000,000	22-Nov-21	0.04%
17-May-21	DMO	2,600,000	20-May-21	0.01%
11-Jun-21	Thurrock Borough Council	2,000,000	10-Jun-22	0.20%
15-Jun-21	DMO	5,000,000	17-Jun-21	0.02%
02-Jul-21	DMO	1,400,000	05-Jul-21	0.01%
05-Jul-21	DMO	2,500,000	08-Jul-21	0.01%
16-Aug-21	DMO	3,300,000	19-Aug-21	0.01%
15-Sep-21	DMO	4,000,000	16-Sep-21	0.01%
20-Oct-21	Cornwall Council	3,000,000	17-Jan-22	0.03%
22-Nov-21	DMO	12,500,000	01-Dec-21	-0.01%
22-Nov-21	DMO	3,000,000	21-Feb-22	0.04%
Average interest rate				<b>0.02%</b>

### Money Market Funds

Fund Name	Opening Balance (£)	Closing Balance (£)	No. of days invested	Average 1 day
Aberdeen Standard Liquidity Fund (Lux) - Sterling Fund	500,000	1,200,000	183	0.01%
Aviva Investors Sterling Liquidity Fund	400,000	800,000	182	0.01%
CCLA - The Public Sector Deposit Fund	1,050,000	1,300,000	183	0.04%
Federated Short-Term Sterling Prime Fund	500,000	800,000	183	0.01%
Invesco Sterling Liquidity Portfolio (Institutional)	500,000	400,000	182	0.01%

## **Borrowing April – December 2021**

<b>Date of borrowing</b>	<b>Institution</b>	<b>Amount (£)</b>	<b>Date of Repayment</b>	<b>Interest Rate %</b>
21-Apr-21	Hampshire County Council	3,000,000	20-Apr-22	0.13%
21-Apr-21	Devon County Council	2,500,000	20-Apr-22	0.13%
30-Apr-21	London Borough of Newham	5,000,000	29-Apr-22	0.13%
30-Apr-21	Brighton & Hove City Council	4,000,000	29-Apr-22	0.13%
20-Apr-21	West Yorkshire Combined Authority	3,500,000	12-Apr-22	0.12%
17-Jun-21	Newport City Council	2,000,000	01-Jul-21	0.02%
21-Jun-21	Middlesbrough Council	3,000,000	01-Jul-21	0.02%
09-Sep-21	Middlesbrough Teeside Pension Fund	7,000,000	08-Sep-22	0.10%
22-Jul-21	Greater Manchester Combined Authority	4,500,000	02-Aug-21	0.02%
12-Aug-21	Vale of Glamorgan Council	2,000,000	11-Aug-22	0.06%
19-Aug-21	Middlesbrough Council	4,500,000	01-Sep-21	0.01%
26-Aug-21	Bedford Borough Council	1,000,000	02-Sep-21	0.03%
20-Sep-21	Cheshire West and Chester Council	5,000,000	01-Oct-21	0.02%
23-Sep-21	West Yorkshire Combined Authority	6,000,000	25-Jul-22	0.06%
21-Oct-21	Blaenau Gwent County Borough Council	4,000,000	01-Nov-21	0.02%
21-Oct-21	Hyndburn Borough Council	2,000,000	17-Oct-22	0.15%
21-Oct-21	New Forest District Council	1,000,000	17-Oct-22	0.15%
21-Oct-21	Blaenau Gwent County Borough Council	2,000,000	02-Nov-21	0.02%
22-Nov-21	Bridgend County Borough Council	3,000,000	21-Nov-22	0.25%
22-Nov-21	Somerset County Council Pension Fund	5,000,000	21-Nov-22	0.40%
22-Nov-21	Police & Crime Commissioner for Avon & Somerset	2,000,000	21-Nov-22	0.40%
22-Nov-21	Flyde Borough Council	2,000,000	21-Nov-22	0.35%
22-Nov-21	Ryedale District Council	2,000,000	21-Nov-22	0.35%
22-Nov-21	Camb. & Peterborough Combined Authority	7,000,000	24-Oct-22	0.35%
18-Nov-21	London Borough of Havering	4,000,000	01-Dec-21	0.02%
02-Dec-21	Comhairle Nan Eilean Siar	3,000,000	21-Nov-22	0.20%
16-Dec-21	Dudley Metropolitan Borough Council	4,000,000	04-Jan-22	0.01%
23-Dec-21	Cheshire West and Chester Council	4,000,000	21-Jan-22	0.05%
<b>Average interest rate</b>				<b><u>0.13%</u></b>

# Agenda Item 14

## REPRESENTATIVES ON OUTSIDE BODIES 2022/23: LOCAL GOVERNMENT ASSOCIATION - GENERAL ASSEMBLY APPOINTMENT

Organisation	Number	Representative
Local Government Association - General Assembly	1	<i><b>Petrina Lees</b></i>